

REPUBLIC OF RWANDA



**NATIONAL COUNCIL FOR HIGHER EDUCATION
P.O.BOX 6311 KIGALI**

**RESOURCES FOR PERSONAL DEVELOPMENT PLANNING
FOR RESEARCH STUDENTS:**

- (a) Research Student Self-Audit Questionnaire**
- (b) Research Student Personal Log**

Revised April 2007

KEY SKILLS DEVELOPMENT SELF-AUDIT QUESTIONNAIRE

Key Skills

An important part of your Higher Degree Programme is the development of key/transferable skills that will enhance your abilities as a research student and aid your subsequent progress in professional life. Some of these skills will be of an academic nature, such as your ability to develop theoretical concepts, while others will be more generic, such as time-management, communication and IT skills. The student at the start of their research programme might already possess some of these skills; others might be taught or developed during the course of the research. The key element in the development of a research student is training in research skills and techniques, and research students are expected to make a substantial and original contribution to knowledge in their chosen field of study; the development of a wider range of key/transferable skills, while important, should not detract from that core objective. Different mechanisms could be used to support the development of key skills, including self-direction, supervisor support and mentoring, conferences, elective training courses, formally assessed courses and informal opportunities.

The Self Audit Questionnaire includes sections for Languages and Project-Specific Skills. It is designed to help you to determine which key skills you already have and which you need to acquire or develop further. You should complete the Self Audit prior to each supervisory Review Point meeting and use it as a basis for determining, in discussion with your supervisor(s), what actions you need to take in the coming months (e.g. attendance at workshops, seminar presentations etc.). Your supervisor(s) will advise you on what can reasonably be expected of you and help you to plan your Key Skills development so as not to impede your research programme; you are not expected to answer “yes” to all questions at the first audit, nor are you expected to acquire all the specified skills in the first six months of your programme. Many of the skills are likely to be acquired as a natural outcome of being involved in research. Your final Self Audit, which must be completed and reviewed prior to submission of your examination arrangements for approval by the Higher Degrees Committee, should result in the completion of the form confirming satisfactory completion of the Key Skills Development Programme. If you are an MPhil student it may be unreasonable to expect you to have acquired all of the specified Key Skills by the time you complete your research programme; in such a case it is at the discretion of your supervisor(s), with the approval of their Associate Dean Research and Knowledge Transfer to agree on what constitutes “satisfactory completion”.

Academic and Key Skills Self Audit Questionnaire

At your preliminary meeting, read through the Self Audit Questionnaire with your supervisor(s), who will explain anything that is unclear. Then work through it on your own and take it to your first Review Point meeting so that you can discuss it with your supervisors and agree which skills you have and which need to be developed. Work through the same Self Audit process in advance of each subsequent Review meeting. Most of the specified skills are considered to be generic, but note that there are some blank “Project-Specific Skills” boxes which should be used to cover skills specific to particular disciplines, divisions, research groups or training programmes; these can be agreed with your supervisor(s) and added at any Review meeting except the final one.

Revised April 2007

Each time you work through the Self Audit Questionnaire:

- If your answer is “no”, “partly”, “a little” etc., write details in the **Development Needs** column, leave blank or write some details in the **Evidence of Skill** column as appropriate
- If your answer is a definite “yes”, give details in the **Evidence of Skill** column, your supervisor(s) must approve evidence of skills.
- When all questions in a section have been answered “yes”, you and your supervisor(s) sign the agreement at the bottom. Your aim is to have every skill section completed by the time of your final Review meeting, prior to your *viva voce* examination.

Research Skills and Techniques – are you able to demonstrate:

(you may need to discuss some of these concepts with your supervisors at the first supervisory meeting)

1. the ability to recognise and validate problems?

Development needs and how to be gained	Evidence of skill

2. original, independent and critical thinking, and the ability to develop theoretical concepts?

Development needs and how to be gained	Evidence of skill

3. a knowledge of recent advances within your research field and in related areas?

Development needs and how to be gained	Evidence of skill

4. an understanding of the relevant research methodologies and techniques and their appropriate application within your research field?

Development needs and how to be gained	Evidence of skill

5. the ability to critically analyse and evaluate your findings and those of others?

Development needs and how to be gained	Evidence of skill

6. an ability to summarise, document, report and reflect on progress?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Research Skills & Techniques agreed by:			
	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name:			
Signature:			

Research Environment – are you able to:

- 1. show a broad understanding of the context, at the national and international level, in which research takes place?**

Development needs and how to be gained	Evidence of skill

- 2. demonstrate awareness of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research, e.g. confidentiality, ethical issues, attribution, copyright, malpractice, ownership of data and the requirements of the Data Protection Act?**

Development needs and how to be gained	Evidence of skill

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3. demonstrate appreciation of standards of good research practice in your institution and/or discipline?

Development needs and how to be gained	Evidence of skill

4. understand relevant health and safety issues and demonstrate responsible working practices?

Development needs and how to be gained	Evidence of skill

5. understand the processes for funding and evaluation of research?

Development needs and how to be gained	Evidence of skill

6. justify the principles and techniques used in your own research?

Development needs and how to be gained	Evidence of skill

7. identify and propose solutions for ethical problems in your research?

Development needs and how to be gained	Evidence of skill

7. understand the process of academic or commercial exploitation of research results?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Research Environment Skills agreed by:			
	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

Research Management – are you able to:

1. apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities?

Development needs and how to be gained	Evidence of skill

2, design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment?

Development needs and how to be gained	Evidence of skill

3. identify and access appropriate bibliographical resources, archives and other sources of relevant information?

Development needs and how to be gained	Evidence of skill

4. use the information technology appropriately for database management, recording and presenting information?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Personal Effectiveness Skills agreed by:

	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

Personal Effectiveness – are you be able to:

1. demonstrate a willingness and ability to learn and acquire knowledge?

Development needs and how to be gained	Evidence of skill

2. be creative, innovative and original in your approach to research?

Development needs and how to be gained	Evidence of skill

3. demonstrate flexibility and open-mindedness?

Development needs and how to be gained	Evidence of skill

4. demonstrate self-awareness and the ability to identify your own training needs?

Development needs and how to be gained	Evidence of skill

5. demonstrate self-discipline, motivation, and thoroughness?

Development needs and how to be gained	Evidence of skill

6. recognise boundaries and draw upon/use sources of support as appropriate?

Development needs and how to be gained	Evidence of skill

7. show initiative, work independently and be self-reliant?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Personal Effectiveness Skills agreed by:

	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

Languages:

State your first language: _____

If your first language is English, you only need to complete table 1

If your first language is not English, you should complete all of this section

1. Do you need to develop any foreign language skills for the successful pursuit of your research?

You may already have skills and/or qualifications in other languages (in which case state what they are); consider whether you need to develop them further, and/or whether you need to learn any new languages.

Development needs and how to be gained	Evidence of skill

2. Is your spoken English of a good enough standard for the successful pursuit of your research?

Development needs	Evidence of skill

3. Is your written English of a good enough standard for the successful pursuit of your research? State ILTS score if known

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Language Skills agreed by:

	<i>Student</i>	<i>1st Supervisor</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

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Communication Skills – are you able to:

1. write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis?

Development needs and how to be gained	Evidence of skill

2. construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques?

Development needs and how to be gained	Evidence of skill

3. constructively defend research outcomes at seminars and viva examination?

Development needs and how to be gained	Evidence of skill

4. contribute to promoting and how to be gained the public understanding of your research field?

Development needs and how to be gained	Evidence of skill

5. effectively support the learning of others when involved in teaching, mentoring or demonstrating activities?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Communication Skills agreed by:

	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

Networking and Teamworking – are you able to:

1. develop and maintain co-operative networks and working relationships with supervisors, colleagues and peers, within the institution and the wider research community?

Development needs and how to be gained	Evidence of skill

2. understand your behaviours and impact on others when working in and contributing to the success of formal and informal teams?

Development needs and how to be gained	Evidence of skill

3. listen, give and receive feedback and respond perceptively to others?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Networking and Teamworking Skills agreed by:

	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			

Signature			
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Career Management – are you able to:

1. appreciate the need for and show commitment to continued professional development?

Development needs and how to be gained	Evidence of skill

2. take ownership for and manage your career progression, set realistic and achievable career goals, and identify and develop ways to improve employability?

Development needs and how to be gained	Evidence of skill

3. demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia?

Development needs and how to be gained	Evidence of skill

4. present your skills, personal attributes and experiences through effective CVs, applications and interviews?

Development needs and how to be gained	Evidence of skill

Sign below to indicate satisfactory demonstration of Career Management Skills agreed by:			
	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

Project-Specific skills

This section should be used to cover any key skill specific to your research that are not already covered by the Key Skills Self Audit; headings should be agreed with your supervisor(s) and added to the blank tables below these are likely to include discipline specific research skills and may include attendance on appropriate taught modules or a programme. You should agree with your supervisors if progression on your higher degree depends on passing any taught modules/programme you take..

1.

Development needs and how to be gained	Evidence of skill

2.

Development needs and how to be gained	Evidence of skill

3.

Development needs and how to be gained	Evidence of skill

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4.

Development needs and how to be gained and how to be gained	Evidence of skill

Project-Specific skills

5.

Development needs	Evidence of skill

6.

Development needs	Evidence of skill

7.

Development needs	Evidence of skill

8.

Development needs	Evidence of skill

Sign below to indicate satisfactory demonstration of Project-Specific Skills agreed by:			
	<i>Student</i>	<i>Director of Studies</i>	<i>Other Supervisor(s)</i>
Print Name			
Signature			

RECORD OF SKILLS DEVELOPMENT ACTIVITIES

COURSES / WORKSHOPS ATTENDED

Title of course/workshop:

Date: _____ **Duration:** _____

Provider: _____

Skills developed:

Title of course/workshop:

Date: _____ **Duration:** _____

Provider: _____

Skills developed:

Revised April 2007

Title of course/workshop:

Date:

Duration:

Provider:

Skills developed:

Title of course/workshop:

Date:

Duration:

Provider:

Skills developed:

PRESENTATIONS GIVEN

Title:

Co-authors:

Date:

Duration:

Type of presentation:

(e.g. oral with PowerPoint, poster)

Venue / audience:

(e.g., internal research group seminar, international conference)

Title:

Co-authors:

Date:

Duration:

Type of presentation:

(e.g. oral with PowerPoint, poster)

Venue / audience:

(e.g., internal research group seminar, international conference)

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Title:

Co-authors:

Date:

Duration:

Type of presentation:

(e.g. oral with PowerPoint, poster)

Venue / audience:

(e.g., internal research group seminar, international conference)

Title:

Co-authors:

Date:

Duration:

Type of presentation:

(e.g. oral with PowerPoint, poster)

Venue / audience:

(e.g., internal research group seminar, international conference)

Title:

Co-authors:

Date:

Duration:

Type of presentation:

(e.g. oral with PowerPoint, poster)

Venue / audience:

(e.g., internal research group seminar, international conference)

PUBLICATIONS

Title:

Co-authors:

Tick and date as applicable:

Conference abstract accepted

Complete manuscript submitted

Manuscript refereed

state whether accepted (with or without revisions) or rejected

Revised and resubmitted

In press

Published

Publication details:

(e.g., journal, year, volume, page nos)

Revised April 2007

Title:

Co-authors:

Tick and date as applicable:

Conference abstract accepted

Complete manuscript submitted

Manuscript refereed

state whether accepted (with or without revisions) or rejected

Revised and resubmitted

In press

Published

Publication details:

(e.g., journal, year, volume, page nos)

Title:

Co-authors:

Tick and date as applicable:

Conference abstract accepted

Complete manuscript submitted

Manuscript refereed

state whether accepted (with or without revisions) or rejected

Revised and resubmitted

In press

Published

Publication details:

(e.g., journal, year, volume, page nos)

OTHER ACTIVITIES

Activity:

(e.g., demonstrating on undergraduate course, assistance with conference organisation)

Date:

Duration:

Description:

Skills developed:

Revised April 2007

Activity:

Date: **Duration:**
Description:

Skills developed:

Revised April 2007

RESEARCH STUDENT LOG

Rationale

Purpose of the Research Student Log

This log has been prepared to assist you throughout your degree programme at Kigali Institute of Education. It provides a framework for recording details related to your graduate research programme, scheduled supervisory meetings and activities concerning the development of academic and key skills. You will have regular meetings with your supervisor(s) and an additional form is provided at the end of the log for you to record the outcome of these meetings. You MUST have the meetings and record the outcomes for the required meetings as set out in this log. Full time students should normally complete their programme in three years and part time five years. Your log, which should be read in conjunction with the self audit questionnaire, will help you to assess your progress and to plan and chart evidence of the development of Key skills - academic and discipline specific skills and generic and personal skills.

In education and employment there is an increasing emphasis on skills and their development. It is important for individuals to demonstrate that their skills have been actively developed over time. The skills development self audit questionnaire will help you to identify your skills and also assist you in planning your skills development programme as part of your academic studies. Skill acquisition, which should take place over the whole of a student's programme, should build on and recognise the skills that students have acquired prior to the commencement of their study. Students who are studying part time and are in paid employment may wish integrate the generic and personal skill requirements with those they may agree with their employer as part of staff development. Students on the Professional Doctorate degree will be able to include the acquisition of the agreed skills in learning goals. As a guide full time research students should expect to spend two weeks a year on personal and transferable skills development. The amount of time spent on specific and generic research training will depend on the disciplinary area of the student and their prior qualifications. There is, however, a general expectation that students who do not already have an MRes or a Masters degree which includes substantial research methods training or have otherwise gained the necessary level of research skills will spend a substantial portion of their first year gaining the necessary research skills.

Students can engage in developing skills in a number of ways including personal study, working with their supervisors, taking courses and attending workshops at KIE, attending externally provided courses and workshops, or by other agreed appropriate means. It is the development of the skills and the recognition by students of the skills that they have gained that is important – not the means by which they were acquired.

You are therefore asked to audit your skills in a more formal, reflective way before the first formal supervisory session and then regularly throughout your studies.

How to use the Research Student Log

*You are asked to document 'formal' **supervisory/skills review meetings** in this Log (Section B). It should also be used to record intermediate supervisory meetings (copy and use the sheet at the end of the log to record these meetings as required). It is not intended to record the (far) more frequent 'informal' meetings that often occur several times per week/month. The Research Student Log, and the self-audit questionnaire, is for you to retain but certain pages, the record of supervisory meetings and annual reports in Section B, can be copied for your supervisors' and School records. The framework of meetings is taken from the Research Student handbook which contains the University's Code of Practice for Research degrees and should be used as a guide only.*

*The **self-auditing process** – see your separate self audit questionnaire - may not be familiar to you but it is quite simple and flexible in design.*

Evidence of the development of skills does not necessarily take the form of certificates or awards; rather it is a measure of your accomplishment, whether acting alone or as part of a team. Feedback from others, especially supervisors, also constitutes useful evidence. It will strengthen your claim to have mastered a variety of situations, personal as well as professional, in which you may have demonstrated your skills. Increasingly, employers are asking for such examples at interview and in continuing professional development.

*Having done the self-audit, you should be able to identify those **skills which you may need to develop further** and these are reviewed at regular intervals (Section B). It is recommended that you focus on a limited number of development areas at a time and the section at the end of the self-audit is intended to support this. Development needs and opportunities may change as time progresses, but practice of intentional development of skills should give you the confidence to develop further in any area you choose.*

Revised April 2007

SECTION A

STUDENT'S SUMMARY RECORD

RESEARCH STUDENT SUMMARY INFORMATION

Student

Name:	Department/Faculty:
Email: normally based for your Tel:	Research location: (address where you are research:

Supervisory team

Director of Studies: Tel:	:	Email:
2 nd Supervisor: Tel:	:	Email:
3 rd Supervisor: Tel:	:	Email:
Changes to supervisory team:		

Higher Degree Programme

Start Date:	
Intended Programme (MPhil, MPhil/PhD, PhD, Prof.D.):	
Mode of Study: Full Time/Part time Give details of any change to mode of study:	
Title of research project:	
Milestones:	Anticipated date
Actual date	
Matriculation	
Registration with Higher Degrees Committee (RDREG07 Registration application form)	Matric + 6 months
Transfer to PhD (RDTRN07 transfer form)	Matric + 15 months
Thesis submission (RDSUB07 Declaration form) (Approval of examination arrangements RDARG07)	Matric + 36 months PhD Matric + 24 months MPhil
Viva Voce Examination	Submission date + c. 6 weeks

Revised April 2007

Special needs

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Revised April 2007

SECTION B

Record of Formal Supervisory Sessions and Skills Review Meetings

Revised April 2007

INITIAL SUPERVISORY MEETING

- computer access email account
(Please tick)
- Health and Safety issues explained?
- Risk Assessment procedures explained?
- Ethical issues discussed?
- Equality and Diversity training discussed and attendance at course agreed?
- Roles of the supervisory team discussed and agreed?
- Skills training/audit?
- Proposed research plan discussed and agreed?
- Do you have any special needs or support requirement?
(Give details of any special measures/support that have been agreed)

Issues identified:

Objectives set for next meeting:

Revised April 2007

Confirmation (sign below)

Date

Student.....

Proposed frequency of meetings

Director of Studies.....

Second Supervisor.....

Third Supervisor (Where applicable).....

Revised April 2007

Initial Skills Review Meeting

Key Skills

You have already worked through the self-audit questionnaire prior to this meeting; during the meeting you should review the audit with your supervisor(s) and summarise the outcomes below

Summary of skills already possessed

Summary of skills development needs

Agreed actions to be taken before the next Supervisory/skills review meeting:

Revised April 2007

**SUPERVISORY/SKILLS REVIEW MEETING
4 MONTHS**

(Milestone Reminder RDREG07– registration of research proposal due 6 months after matriculation)

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Revised April 2007

Confirmation (sign below)

Date

Student.....

.....

Director of Studies.....

.....

Second Supervisor.....

.....

Third Supervisor (Where applicable).....

(the full supervisory team may not be present at every meeting)

.....

Revised April 2007

SUPERVISORY/SKILLS REVIEW MEETING 9 MONTHS

(Milestone Reminder– RDTRN07–transfer of registration from MPhil to PhD, if applicable, due 12 to 18 months after matriculation)

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Revised April 2007

Confirmation (sign below)

Date

Student.....

.....

Director of Studies.....

.....

Second Supervisor.....

.....

Third Supervisor (Where applicable).....

.....

(the full supervisory team may not be present at every meeting)

Revised April 2007

**SUPERVISORY/SKILLS REVIEW MEETING
12 MONTHS
(Milestone reminder – annual report due, attached)**

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Revised April 2007

Confirmation (sign below)

Date

Student.....

.....

Director of Studies.....

.....

Second Supervisor.....

.....

Third Supervisor (Where applicable).....

.....

(the full supervisory team may not be present at every meeting

Revised April 2007

ANNUAL REPORT

The information given in the following sections should relate only to the period since the submission of the last report to the Higher Degrees Committee.

1 RESEARCH TRAINING - THE PROGRAMME OF RELATED STUDIES

1.1 FORMAL TAUGHT COURSES ATTENDED.

(Include topic, number of lectures, establishments and award if any.)

1.2 OUTLINE ANY OTHER RELATED COURSE OF STUDY UNDERTAKEN.

1.3 COURSES OR CONFERENCES ATTENDED.

(Include title, place, date and contribution.)

1.4 STUDENT INDUCTION

(Include date and if half or full day induction attended)

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2 EXTERNAL SUPERVISOR(S) AND COLLABORATING ESTABLISHMENTS

2.1 CONTACTS WITH EXTERNAL SUPERVISOR(S) - Number and Location.

2.2 CONTACT WITH COLLABORATING ESTABLISHMENTS.

3 PUBLICATIONS RESULTING FROM RESEARCH OF WHICH THE CANDIDATE WAS PART AUTHOR

3.1 PAPERS PUBLISHED. (Give journal(s), authors, title(s) and date(s).)

3.2 PAPERS SUBMITTED AND ACCEPTED BY REFEREE.

3.3 PAPERS SUBMITTED BUT NOT YET ACCEPTED BY REFEREE.

4 EMPLOYMENT DUTIES CARRIED OUT

4.1 Please specify any teaching or laboratory supervision carried out. Course, year of course, number of students taught and average number of hours worked per week.

4.2 Full-time students only Please specify any other work carried out, including the average number of hours worked per week.

5 FACILITIES

Please indicate any problems encountered by the student in his/her working environment.

6 PLANNED ACTION FOR NEXT TWELVE MONTHS

6.1 Transfer, Extension, Suspension or Examination. (Please give details.)

6.2 Has writing of the thesis started?
If so, indicate proportion of work written up.

If thesis is completed please indicate the current status. (Edited, bound, submitted etc.)

Proposed date of submission of thesis.

7 **EXTERNAL EXAMINER(S)**

Name of external examiner, if appointed.

Proposed date of examination.

8 **COMMENTS BY SUPERVISORS**

Please give brief assessment of student's progress.

Are there any issues/areas that required to be addressed? Yes No

If yes please provide details:

9 **COMMENTS BY STUDENT**

Please provide any comments you have on your supervisor(s)/ and/or the supervisor/student relationship.

Signature of Research Student _____ Date _____

Signature of Director of Studies _____ Date _____
and on behalf of the other supervisor(s)

**SUPERVISORY/SKILLS
15 MONTHS**

REVIEW

MEETING

(Milestone reminder **RDTRN07** Transfer of registration from MPhil to PhD should be submitted, at the latest, 18 months after matriculation)

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....

.....

Director of Studies.....

.....

Second Supervisor.....

.....

Third Supervisor (Where applicable).....

.....

(the full supervisory team may not be present at every meeting)

SUPERVISORY/SKILLS REVIEW MEETING

18 MONTHS

(Milestone reminder – annual report due, copy and update annual report and attach)

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....

.....

Director of Studies.....

.....

Second Supervisor.....

.....

Third Supervisor (Where applicable).....

.....

(the full supervisory team may not be present at every meeting

**SUPERVISORY/SKILLS REVIEW MEETING
24 MONTHS**

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....

.....

Director of Studies.....

.....

Second Supervisor.....

.....

Third Supervisor (Where applicable).....

.....

(the full supervisory team may not be present at every meeting)

ANNUAL REPORT

The information given in the following sections should relate only to the period since the submission of the last report to the Higher Degrees Committee.

1 RESEARCH TRAINING - THE PROGRAMME OF RELATED STUDIES

1.1 FORMAL TAUGHT COURSES ATTENDED.

(Include topic, number of lectures, establishments and award if any.)

1.2 OUTLINE ANY OTHER RELATED COURSE OF STUDY UNDERTAKEN.

1.3 COURSES OR CONFERENCES ATTENDED.

(Include title, place, date and contribution.)

1.4 STUDENT INDUCTION

(Include date and if half or full day induction attended)

2 EXTERNAL SUPERVISOR(S) AND COLLABORATING ESTABLISHMENTS

2.2 CONTACTS WITH EXTERNAL SUPERVISOR(S) - Number and Location.

2.2 CONTACT WITH COLLABORATING ESTABLISHMENTS.

3 PUBLICATIONS RESULTING FROM RESEARCH OF WHICH THE CANDIDATE WAS PART AUTHOR

3.1 PAPERS PUBLISHED. (Give journal(s), authors, title(s) and date(s).)

3.2 PAPERS SUBMITTED AND ACCEPTED BY REFEREE.

3.3 PAPERS SUBMITTED BUT NOT YET ACCEPTED BY REFEREE.

4 EMPLOYMENT DUTIES CARRIED OUT

4.1 Please specify any teaching or laboratory supervision carried out. Course, year of course, number of students taught and average number of hours worked per week.

4.2 Full-time students only Please specify any other work carried out, including the average number of hours worked per week.

5 FACILITIES

Please indicate any problems encountered by the student in his/her working environment.

6 PLANNED ACTION FOR NEXT TWELVE MONTHS

6.1 Transfer, Extension, Suspension or Examination. (Please give details.)

6.2 Has writing of the thesis started?
If so, indicate proportion of work written up.

If thesis is completed please indicate the current status. (Edited, bound, submitted etc.)

Proposed date of submission of thesis.

7 **EXTERNAL EXAMINER(S)**

Name of external examiner, if appointed.

Proposed date of examination.

8 **COMMENTS BY SUPERVISORS**

Please give brief assessment of student's progress.

Are there any issues/areas that required to be addressed? Yes No

If yes please provide details:

10 **COMMENTS BY STUDENT**

Please provide any comments you have on your supervisor(s)/ and/or the supervisor/student relationship.

Signature of Director of Studies _____ Date _____
and on behalf of the other supervisor(s)

Signature of Research Student _____ Date _____

SUPERVISORY/SKILLS REVIEW MEETING

30 MONTHS

(Milestone – submission of thesis/mock viva)

(Milestone – students who transferred from MPhil to PhD - RDARG07 Examination approval. You and your Director of Studies should discuss and decide on possible examiners. Your Director of Studies should sign off the attached Development Programme sheet to confirm that your skills development is complete, this sheet should accompany the RDARG07form)

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....
.....
Director of Studies.....
.....
Second Supervisor.....
.....
Third Supervisor (Where applicable).....
.....

SUPERVISORY/SKILLS REVIEW MEETING

36 MONTHS

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....
.....

Director of Studies.....
(the full supervisory team may not be present at every meeting)

ANNUAL REPORT

The information given in the following sections should relate only to the period since the submission of the last report to the Higher Degrees Committee.

1 RESEARCH TRAINING - THE PROGRAMME OF RELATED STUDIES

1.1 FORMAL TAUGHT COURSES ATTENDED.

(Include topic, number of lectures, establishments and award if any.)

1.2 OUTLINE ANY OTHER RELATED COURSE OF STUDY UNDERTAKEN.

1.3 COURSES OR CONFERENCES ATTENDED.

(Include title, place, date and contribution.)

1.4 STUDENT INDUCTION

(Include date and if half or full day induction attended)

2 EXTERNAL SUPERVISOR(S) AND COLLABORATING ESTABLISHMENTS

2.3 CONTACTS WITH EXTERNAL SUPERVISOR(S) - Number and Location.

2.2 CONTACT WITH COLLABORATING ESTABLISHMENTS.

3 PUBLICATIONS RESULTING FROM RESEARCH OF WHICH THE CANDIDATE WAS PART AUTHOR

3.1 PAPERS PUBLISHED. (Give journal(s), authors, title(s) and date(s).)

3.2 PAPERS SUBMITTED AND ACCEPTED BY REFEREE.

3.3 PAPERS SUBMITTED BUT NOT YET ACCEPTED BY REFEREE.

4 EMPLOYMENT DUTIES CARRIED OUT

4.1 Please specify any teaching or laboratory supervision carried out. Course, year of course, number of students taught and average number of hours worked per week.

4.2 Full-time students only Please specify any other work carried out, including the average number of hours worked per week.

5 FACILITIES

Please indicate any problems encountered by the student in his/her working environment.

6 PLANNED ACTION FOR NEXT TWELVE MONTHS

6.1 Transfer, Extension, Suspension or Examination. (Please give details.)

6.2 Has writing of the thesis started?
If so, indicate proportion of work written up.

If thesis is completed please indicate the current status. (Edited, bound, submitted etc.)

Proposed date of submission of thesis.

7 **EXTERNAL EXAMINER(S)**

Name of external examiner, if appointed.

Proposed date of examination.

8 **COMMENTS BY SUPERVISORS**

Please give brief assessment of student's progress.

Are there any issues/areas that required to be addressed? Yes No

If yes please provide details:

11 **COMMENTS BY STUDENT**

Please provide any comments you have on your supervisor(s)/ and/or the supervisor/student relationship.

Signature of Director of Studies _____ Date _____
and on behalf of the other supervisor(s)

Signature of Research Student _____ Date _____

SUPERVISORY/SKILLS REVIEW MEETING

40 MONTHS

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....
.....

Director of Studies.....
.....

Second Supervisor.....
.....

Third Supervisor (Where applicable).....
.....

(the full supervisory team may not be present at every meeting)

SUPERVISORY/SKILLS REVIEW MEETING

48 MONTHS

(Milestone – 4th year annual report)

Review of progress

Issues identified

Summary of skills acquired/developed since last review

Summary of skills development needs

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....
.....

Director of Studies.....
.....

Second Supervisor.....
.....

Third Supervisor (Where applicable).....
.....

(the full supervisory team may not be present at every meeting)

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(Include title, place, date and contribution.)

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(Include date and if half or full day induction attended)

2 EXTERNAL SUPERVISOR(S) AND COLLABORATING ESTABLISHMENTS

2.4 CONTACTS WITH EXTERNAL SUPERVISOR(S) - Number and Location.

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3 PUBLICATIONS RESULTING FROM RESEARCH OF WHICH THE CANDIDATE WAS PART AUTHOR

3.1 PAPERS PUBLISHED. (Give journal(s), authors, title(s) and date(s).)

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Name of external examiner, if appointed.

Proposed date of examination.

8 **COMMENTS BY SUPERVISORS**

Please give brief assessment of student's progress.

Are there any issues/areas that required to be addressed? Yes No

If yes please provide details:

12 **COMMENTS BY STUDENT**

Please provide any comments you have on your supervisor(s)/ and/or the supervisor/student relationship.

Signature of Director of Studies _____ Date _____
and on behalf of the other supervisor(s)

Signature of Research Student _____ Date _____

Research Degree Key Skills Development Programme

<p>Student:</p> <p>Name:</p> <p>Matriculation No:</p> <p>School/Division:</p> <p>Registered for (degree programme):</p>
--

Key Skills

Tick to indicate satisfactory demonstration of Key Skills in the following, as recorded

A. Research Skills and Techniques	
B. Research Environment	
C. Research Management	
D. Personal Effectiveness	
E. Communication Skills	
F. Networking and Teamworking	
G. Career Management	
H. Languages	
I. Project-specific Skills (list below)	

Confirmation of satisfactory completion of Key Skills Development Programme

Name (Print in Capitals) Date	Signature
Student:	
Director of Studies:	
2 nd Supervisor: 3 rd Supervisor:	
Associate Director Research and Knowledge Transfer	

Once completed, a photocopy of this page should be forwarded to the Higher Degrees Committee together with the examination arrangement form (RDARG07) prior to the viva voce examination.

INTERMEDIATE SUPERVISORY MEETING

(Copy and insert into Log as appropriate)

Review of progress

Issues identified

Objectives set for next meeting

Confirmation (sign below)

Date

Student.....
Director of Studies.....
Second Supervisor.....
Third Supervisor (Where applicable).....