## FACULTY OF ARTS & HUMANITIES PGR ANNUAL REPORT FORM

**SECTION ONE**

Please email your completed form, with your supervision records for the last 12 months of candidature (as one document) to the Graduate School (fah-gradschool@soton.ac.uk). *Please complete the form electronically.*

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| **Name:** |  | **ID number:** |  |
| **Full Time/Part Time:** |  | **Year of Study:** |  |
| **Title of Thesis:** |  | | |
| **1st Supervisor:** |  | **2nd Supervisor:** |  |
| **3rd Supervisor:** |  | **4th Supervisor:** |  |
| **Date form completed:** |  | | |

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|  | **YES** | **NO** |
| Have you completed the Ethics Checklist?  <https://www.ergo.soton.ac.uk/index.php?action=logoff> (see downloads) |  |  |
| If yes, is ethics clearance required i.e. did you respond yes to any questions? |  |  |
| Have you applied for ethics approval via the Ergo site? |  |  |
| If approved, what is your Ergo approval ID number? |  | |
| If approval is pending what is the current status of your application? | | |

1. How many supervisory meetings have you had over the past 12 months?

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1. How many pieces of written work have you submitted to your supervisor over the past 12 months? Please include the word count.

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1. Please list any training you have undertaken over the past 12 months

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1. Please list any training you are planning to undertake over the next 12 months

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1. How many seminar/conference papers and/or performances etc. have you given over the past 12 months? Please include details.

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1. How many publications/recordings etc. have you produced or have submitted for consideration/accepted but not yet published, over the past 12 months? Please give details.

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1. Please provide details of any teaching and/or other commitments over the past 12 months

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1. What are your main achievements and progress over past 12 months?

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9. What were your main challenges over the past 12 months and how did you address them?

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10. Please outline at least 3 key tasks for your action plan for the coming year

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11. Please outline any financial concerns you have (any information provided may be used in the consideration of awarding faculty hardship funding)

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Once you have completed SECTION ONE above please submit the following to the Graduate School Office at [fah-gradschool@soton.ac.uk](mailto:fah-gradschool@soton.ac.uk):

1. an electronic copy of this form, AND;
2. (in one document) your supervision records for the last 12 months of candidature. If you have transferred to nominal registration within the last 12 months please provide supervision records for the period of supervised study prior to transferring to nominal registration.

[Forms will be forwarded to your supervisor by the Graduate School Office]

**SECTION TWO**

To be completed by the main supervisor (in conjunction with the coordinating supervisor, if applicable). **Please be aware that all comments will be seen by the student when the form is emailed to them at the end of the process. Main/coordinating supervisors will be included in this email so they can review any actions the DPD has asked them to carry out.**

1. Are you satisfied with the student’s progress to date? [ ] Yes [ ] No

Please comment on the student’s progress and include details of any problems which might be hindering progress/completion. What action has been proposed to address these?

(*comment required*)

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1. Estimated date of completion:

**For students at the end of their 3rd Year (f/t) 6th Year (p/t) please comment on the completeness of their draft thesis**

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| Name: |  |
| Date: |  |

**Once you have completed section two above please return the form to the Graduate School Office at** [**fah-gradschool@soton.ac.uk**](mailto:fah-gradschool@soton.ac.uk)

[Forms will be forwarded to the DPD for comment by the Graduate School Office]

**SECTION THREE**

To be completed by the Discipline DPD

**Please be aware that all comments will be seen by the student when the form is emailed to them at the end of the process. Main/coordinating supervisors will be included in this email so they can review any actions the DPD has asked them to carry out.**

Please review student’s report and supervisors’ assessment

Please comment on any issues highlighted by the student and/or supervisor (including financial concerns) and outline how they will be addressed.

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I am satisfied with the assessment made by the supervisory team [ ] Yes [ ] No

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| --- | --- |
| Name: |  |
| Date: |  |

**Once you have completed section three above please return the form to the Graduate School Office at** [**fah-gradschool@soton.ac.uk**](mailto:fah-gradschool@soton.ac.uk)

**Students and their main/coordinating supervisor will receive a copy of the full annual report once the process has been completed.**