SCHOOL OF PHILOSOPHY AND ART HISTORY – 1st Year

RECORD OF PROGRESS FOR RESEARCH STUDENTS

**STUDENT: Please complete the record of progress and email to the Graduate Administrator** [**wgill@essex.ac.uk**](mailto:wgill@essex.ac.uk) **two weeks prior to your supervisory panel.**

Name of student: ....................................................................................................................................................

Working title: .........................................................................................................................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree scheme | F/T or P/T | Funding status | Start date | Minimum end | Completion end |
|  |  |  |  |  |  |

Panel members: Supervisor: ....................................... Chair: ...............................................

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Report for the Supervisory Panel for the Period ................................................ to ...............................................

**Provide a brief description of the work submitted (e.g. identification of the chapter of the thesis to which it belongs), and of its main themes:**

**Courses and seminars you have attended: (a) as part of your research training requirement; (b) optional:**

**Details of supervisory contact you have had:**

**Self assessment of progress (i.e. development of your research and other skills):**

**Any particular problems (health/personal/financial/outside paid work) which have interfered with your work:**

**Proportion of Thesis in Draft:**

a) Total chapters planned: ..………

b) Chapters submitted to supervisor to date: ..……

c) Number of words in draft: ………..pto

**SKILLS TRAINING**

Proficio is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via www.essex.ac.uk/study/pg/research/proficio and you can contact the Proficio team at [proficio@essex.ac.uk](mailto:proficio@essex.ac.uk).

CHASE-funded students also can apply to CHASE for conference funding. Please see [www.chase.ac.uk](http://www.chase.ac.uk).

Additional funds are available to **Art History research students** (Andrew Carnwarth Fund or Thomas Puttfarken Research Prize).

The School’s Research Committee may also consider conference funding requests in exceptional circumstances.

**Are you planning any research trips (for example attending/taking part in conferences, doing field work, etc) this year?**

**Do you need financial support for these trips and if so, how much?**

**For Philosophy students: do you intend to take advantage of our international exchange programme with Tübingen or the Institut Catholique in Paris?**

**University of Essex  
Registry**

**TRAINING NEEDS ANALYSIS FOR RESEARCH STUDENTS (Year 1)**

Full Name of Student …………………………………………………………….. Programme of Study ………………………………………………………………………………

|  |  |  |
| --- | --- | --- |
| **TRAINING AREA** | **TRAINING COMPLETED** | **TRAINING REQUIRED** |
| **SUBJECT KNOWLEDGE** |  |  |
| **RESEARCH SKILLS AND TECHNIQUES** |  |  |
| **LANGUAGE SKILLS** |  |  |
| **INFORMATION  TECHNOLOGY** |  |  |
| **OTHER** |  |  |

**Summary of training to be carried out in first year:**

Supervisor’s Name ……………………………………………………………………………… Supervisor’s Signature ……………………………..…………………………………….

Student’s Signature …………………………………………………………………………… Date …………………………………………………………………………………………….

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**CHAIR: Please complete page 4 and return to the Graduate Administrator no later than one week after the board has met. Please ensure that the supervisor checks and signs the Training Skills Form.**

Student’s Name:

**\*Description of work/critical literature review and project outline read by the supervisory panel (\*delete as appropriate):**

**Comments of the Supervisory Panel on Work submitted:**

**Comments on General Progress, including identification of strengths or weaknesses and suggestions for improvement:**

**If a student's work does not clearly indicate that he/she will be progressed to a PhD by the end of the second year at the latest, indicate here what *specifically* needs improvement.**

**Work schedule for the next six months:**

**Any other comments (including whether further measures need to be put in place to ensure completion within four years):**

**Supervisory Panel’s assessment of student’s progress (NB. If work submitted is a critical literature review and project outline, please state whether satisfactory or unsatisfactory, otherwise please give brief rating of progress):**

Signed Chair ........................................................................................ Date ...............................................

**GRADUATE ADMINISTRATOR: COPY TO ALL MEMBERS OF THE PANEL AND THE STUDENT**

**STUDENT: PLEASE SIGN TO CONFIRM THAT YOU HAVE READ THE ABOVE REPORT AND RETURN THE FORM WITHIN TWO WEEKS OF YOUR PANEL MEETING TO THE GRADUATE ADMINISTRATOR, FOR RETENTION ON FILE.**

Signed Student ................................................................................... Date .................................................