**First & second year report**

Part 1 – to be completed by the Scholar

Part 2 – to be completed by the Supervisor

**Part 1 – Scholar’s report**

The Trust requires the Scholar and their Supervisor to submit a yearly progress report. Continuation of the Scholarship is dependent on this report and it is the Scholar’s and Supervisor’s responsibility to ensure that the form is returned on time. The deadline is **15th July**.

The **Scholar** is asked to complete Part 1 of the form and send it to their Supervisor, who will read it and complete Part 2. The Supervisor should then return both parts to the Trust as a Word attachment to an email addressed to [Phd-scholarships@carnegie-trust.org](mailto:Phd-scholarships@carnegie-trust.org)

The Scholar will not be penalised for lack of progress alone and the Supervisor is encouraged to provide a frank and fair critical evaluation of progress, noting any obstacles or delays to completion of work and making suggestions for the future.

**N.B. We would like from second year candidates a breakdown of the draft chapters of thesis they have completed**

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| **Name of Scholar** |  |
| **Year of course** (e.g. first, second) |  |
| **Subject & Department** |  |
| **Evaluation period** |  |
| **Provisional title of research** |  |

1. **Progress report**
   1. Objectives/plan for the past year of research and research progress in relation to them

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* 1. Review of objectives/plan/changes in focus or methodology/problems encountered/steps taken

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1. **Objectives/forward plan for the next year of research**

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1. **Further research/teaching activities undertaken**
   1. Attendance and/or papers presented at conferences in the past year; and publications (if applicable)

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* 1. Tutoring / Lab assistance performed in the past year (if applicable)

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* 1. Additional activities undertaken in the past year (e.g. professional development training)

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1. **Other relevant information/comments that you wish to supply**

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**Declaration and undertakings**

Data Protection Act

The Carnegie Trust for the Universities of Scotland is registered under the Data Protection Act 1998 and complies with the provisions of the Act. Scholars and supervisors are reminded that, in order for the Carnegie Trust to assess reports, it will be necessary to store and process the information sent, and to make it available to the Advisers. Data will be securely held and lawfully processed, it will be kept up-to-date, and not retained for longer than necessary. Data may also be used to compile published lists of award holders, which may be available on the Internet and in the Trust’s Annual Report.

In sending this report, I agree that

* the information provided therein is, to the best of my knowledge, complete and accurate;
* the Trust may process the data in accordance with the Data Protection Act 1998;
* any information or advice given to the Trust by Advisers will remain confidential as between the Adviser and the Trust.

**Signature Date**

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Please insert a scanned signature or type your name

**Part 2 – Supervisor’s report**

The Trust requires the Scholar and their Supervisor to submit a yearly progress report. Continuation of the Scholarship is dependent on this report and it is the Scholar’s and Supervisor’s responsibility to ensure that the form is returned on time. The deadline is **15th July**.

The Scholar is asked to complete Part 1 of the form and send it to their Supervisor, who will read it and complete Part 2. The **Supervisor** should then return both parts to the Trust as a Word attachment to an email addressed to [PhD-scholarships@carnegie-trust.org](mailto:PhD-scholarships@carnegie-trust.org)

The Scholar will not be penalised for lack of progress alone and the Supervisor is encouraged to provide a frank and fair critical evaluation of progress, noting any obstacles or delays to completion of work and making suggestions for the future.

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| **Name of Scholar** |  |
| **Name of Supervisor** |  |
| **Supervisor’s academic affiliation** |  |

**What is your general assessment of the student’s progress during the past year?**

Excellent Very good Good Fair Inadequate

**Notes**

**Excellent** Top class work; in the top 15% of what one would expect of a research student; well on track, or beyond track; most likely to complete thesis satisfactorily within the grant period

**Very good** Very good work; in the top 40% of what one would expect of a research student; well on track; very likely to complete thesis satisfactorily within the grant period

**Good** Good work; in the top 65% of what one would expect of a research student; on track; likely to complete thesis satisfactorily within the grant period

**Fair** Quite good work; in the top 75% of what one would expect of a research student; probably/possibly on track; stands a fair chance of completing thesis satisfactorily within the grant period or in a period not more than 9 months longer

**Inadequate** Overall disappointing work and progress; not what one would expect of a competent hardworking research student; not on track; unlikely to complete thesis satisfactorily within the grant period or in a period not more than 9 months longer. Supervisors should suggest action (e.g. student withdraw, revise project, specific training, etc.)

1. **Progress report**
   1. Scholar’s research progress in the past year

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* 1. Is the draft work of the Scholar adequate, well written, and timely?

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* 1. Comments on review of objectives and plan/changes in focus or methodology/problems encountered/steps taken

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* 1. Is the attached Scholar’s report sufficient and accurate?

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1. **Future plans**
   1. Is the proposed plan for the next year appropriate and feasible?

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1. **Any other recommendation/comment/(confidential) communication to the Trust**

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**Signature Date**

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Please insert a scanned signature or type your name

*Revised June 2018*