**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 an attachment to an email addressed to 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.

**Covid 19 Outbreak:** in light of the ongoing restrictions placed across research organisations in response to the Covid 19 outbreak, scholars are asked to provide detailed information of how their research has been affected as well as give an estimate of the amount of time lost to date.

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

1. **Progress report**
	1. State you objectives/plan for the past year of research and your progress in relation to them
	2. **Covid 19:** Explain the extent to which your research was affected by the Covid 19 outbreak, and what particular factors have had an impact on your ability to progress your research. These factors could include, for example, your own personal health, caring responsibilities, a return to frontline services in the health or social care sector, closure of research facilities, social distancing measures etc.
	3. What steps have you taken to re-arrange your research activities and mitigate the impact of the outbreak?
	4. How much time, in weeks, do you estimate to have lost as a result of the current circumstances?
2. **Objectives/forward plan for the next year of research**
	1. Detail your work plan for the next year, identifying any activities which may require further adjustment should restrictions currently affecting your research continue into the next academic year. Please explain what mitigating actions could be introduced to minimise further impact on your progress.
3. **Further research/teaching activities undertaken**
	1. List any conferences you attended or presented at in the past year, as well as any publications whether under review or accepted for publication (if applicable)
	2. Tutoring, lecturing, demonstrating or lab assistance
	3. Any additional activities (e.g. professional development training)
4. **Other relevant information/comments you wish to share with the Trust**
5. **Declaration and undertakings**

Data Protection Act

The Carnegie Trust for the Universities of Scotland is registered under the General Data Protection Regulation Act 2018 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 GDPR Act 2018;
* 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

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. Comment on the Carnegie Scholar’s research progress in the past year
	2. Is the draft work of the Scholar adequate, well written, and timely?
	3. Please comment on the impact of the Covid 19 pandemic on the scholar’s progress, steps taken to mitigate the impact, changes to the work plan has been adapted, and how much time has possibly been lost.
	4. Is the attached Scholar’s report sufficient and accurate?
2. **Future plans**
	1. Is the proposed plan for the next year appropriate and feasible? What further adjustments may be implemented should restrictions/circumstances currently affecting the scholar’s research continue in the next academic year?
3. **Any other recommendation/comment/(confidential) communication to the Trust**

**Declaration and undertakings**

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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

*Revised June 2020*