**Final year report**

Part 1 – to be completed by the Scholar

Part 2 – to be completed by the Supervisor

**Part 1 – Scholar’s report**

The final year report should provide a record of the PhD Scholar’s progress to date and details of the (planned) submission date of their thesis and career plans. The Trust also welcomes feedback on the student’s experience of the Carnegie PhD Scholarship scheme. The report should be returned to the Trust **by 31st July 2020**. Please email the report to: phd-scholarships@carnegie-trust.org

|  |  |
| --- | --- |
| **Name of Scholar** |  |
| **Subject & Department** |  |
| **Evaluation period** |  |
| **Title of thesis** |  |
| (likely) **Submission date of PhD thesis** |  |
| (likely) **Date of *viva*** |  |

1. **Progress report**
	1. Please describe your objectives/plan during your final year as a Carnegie scholar against your initial ones, stating what you have achieved to date and considering any changes in focus or methodology.
	2. To date, how has your research been 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, 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 Covid 19 outbreak?
2. **Case for extended funding**

To make a case for funded extension to your PhD Scholarship to compensate for time lost due to the pandemic, please explain the extent to which your work has suffered and how you plan to make up for the time lost. You should also provide a detailed timetable for the completion of your research up to the planned submission date.

1. **Further research/teaching activities undertaken since your last progress report**
	1. Publications, papers and conference presentations (please be specific)
	2. Tutoring/Lab assistance performed
	3. Additional activities undertaken (e.g. professional development training)
2. **Evaluations**
	1. How would you evaluate your overall experience as a Carnegie scholar both in terms of your research and on a personal level?
	2. How would you rate the Carnegie PhD Scholarship scheme? Are there any aspect of the scheme and life that could be strengthened, improved or changed?
3. **Future plans**
	1. What are your plans for the 2 years, in particular once you have submitted your thesis (e.g. staying in academia, etc.)
4. **Other relevant information/comments**
5. **Declaration and undertakings**

General Data Protection Regulations 2018

The Carnegie Trust for the Universities of Scotland is registered under the General Data Protection Regulations 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.

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 General Data Protection Regulations 2018;

any information or advice given to the Trust by Advisers will remain confidential as between the Adviser and the Trust.

 **Signature Date**

|  |  |
| --- | --- |
|  |  |

Please insert a scanned signature or type your name

**The Trust wishes you all the best for the completion of your PhD, and would like to hear from you when you graduate and to follow the development of your career.**

**You may also wish to join our Alumni network**:

<https://www.carnegie-trust.org/join-our-carnegie-alumni-network/> **Part 1 – Supervisor’s report**

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

**What is your general assessment of the student’s progress during the past 6 months?**

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 Scholar’s research achievements to date
	2. Has the work of the Scholar been generally adequate, well written, and timely?
	3. Outline final objectives/plan against initial ones, and explain any changes in focus or methodology. Should the scholar’s work have suffered as a result of the Covid 19 pandemic, state the reasons for this, what steps were taken to mitigate their impact and how much time (if any) has been lost.
	4. Is the attached Scholar’s final report sufficient and accurate?
2. **Case for extended support**

If the Carnegie scholar is making a case for a funded extension to their scholarship to compensate for time lost during the pandemic, please explain why you believe an extension is necessary and whether the plans for completion detailed in the scholar’s report are suitable and achievable.

**Note:** if a funded extension is granted, the Trust expects the scholar’s HEI to waive any tuition or bench fees during the extension. You should provide confirmation that tuition fees will not be charged to the scholar or the Trust when sending this report to the Trust.

1. **Evaluations**
	1. Evaluation of Scholar’s overall performance on a professional and personal level
	2. Considerations on the Carnegie PhD Scholarship Scheme
	3. Any other relevant recommendation/comment/(confidential) communication to the Trust
2. **Declaration and undertakings**

Data Protection

The Carnegie Trust for the Universities of Scotland is registered under the GDPR 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.

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 General Data Protection Regulations 2018;

any information or advice given to the Trust by Advisers will remain confidential as between the Adviser and the Trust.

**Signature Date**

|  |  |
| --- | --- |
|  |  |

Please insert a scanned signature or type your name

*Revised June 2020*