Carnegie PhD Scholarship

Progress report

# Part 1: Scholar’s report

This section of the report should be completed by the Scholar and then sent to their supervisor for completion of Part 2. The report should cover the period since the Scholar’s last report to the Trust, or for the current academic year for Scholars approaching the end of their first year.

In addition to their Carnegie progress report, Scholars and Supervisors are asked to forward to the Trust a copy of any progress reports they have submitted to their university/institution within the last 12 months with details of the outcome of the progress review.

**Funded extensions:** Scholars approaching the end of their funding, may request a funded extension **if** their progress was affected by the Covid 19 pandemic during the first couple of years of their Scholarship. The Trust’s extension policy only covers delays and setbacks caused by the pandemic. The policy does not apply to unexpected events that could have been offset by the Trust’s sick leave or parental leave policy or mitigated by adapting the scope, content, management or supervision arrangements of the research project.

Completed reports, signed by both the scholar and their (principal) supervisor, should be returned to the Trust by email to: [phd-scholarships@carnegie-trust.org](mailto:phd-scholarships@carnegie-trust.org). The deadline for returning progress reports is **15th July**.

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| 1. **Scholar’s details** | | | |
| **Scholar’s name** | |  | |
| **University/Institution** | |  | |
| **Current end date of PhD Scholarship** | |  | |
| 1. **Progress report** | | |
| 1. State you objectives/plan for the past year of research and your progress in relation to them. Please be specific, listing all the relevant milestones achieved to date and any changes made to the scope of your research. (max. 350 words) | | |
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| 1. If your progress, in the current academic year or since your last report to us, has been affected by exceptional circumstances or unexpected events, explain what factors have contributed to the delays (max. 200 words) | | |
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| 1. Explain any steps taken to mitigate the impact of the pandemic on your research, changes made to the work plan, and how much time may have been lost this academic year or since your previous progress report. (Max. 200 words) | | |
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| 1. Provide details of any other activities you have undertaken during this academic year or since your last progress report, including:  * Teaching responsibilities * Participation or attendance at conferences, workshops, seminars etc. * Publications * Personal development activities | | |
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| 1. **Forward plans** | | |
| Detail your work plan for the coming 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. (Max. 200 words)  NOTE: if you are in your final year, this section should include information on your plans once you have submitted your thesis. | | |
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| 1. **Extension request for your Carnegie PhD Scholarship** (Final year scholars only) | | | |
| **Have you applied to your university to extend the period of study** | | Yes/No | |
| **If yes, what is the length of the agreed extension:**   1. **With supervision** 2. **With no supervision (writing up period)** | |  | |
| **New proposed end date** (e.g. month in which the thesis will be submitted for examination) | |  | |
| **Schedule for completion up to the month in which the thesis will be submitted for examination** | |  | |
| **Case for a funded extension** | | | |
| Explain why you are applying for a funded extension to your Carnegie Scholarship. You should describe how the Covid 19 pandemic has affected your progress, and the amount of time lost since March 2020.  Please be specific as to the factors or circumstances that have led or contributed to the delays incurred. These factors could include, for example, your own personal health whether physical or mental, shielding requirements, caring responsibilities, return to frontline services in the health or social care sector, closure of research facilities, travel restrictions, social distancing measures etc.  If any of the above factors or circumstances are still valid at the time of writing this report and/or are likely to be still in place during the extension period, please clarify this in your statement below.  (Max. 300 words) | | | |
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| 1. **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 submitted and, where applicable, 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. | | | |
| **Scholar’s signature** |  | | |
| **Date** |  | | |

# Part 2: Supervisor’s report

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

The **Supervisor** should return both parts to the Trust as a Word/PDF attachment to an email addressed to [PhD-scholarships@carnegie-trust.org](mailto:PhD-scholarships@carnegie-trust.org)

In addition to their Carnegie progress report, Scholars and Supervisors are asked to forward to the Trust a copy of any progress reports they have submitted to their university/institution within the last 12 months with details of the outcome of the progress review.

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 their progress, noting any obstacles or delays to completion of work and making suggestions for the future.

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| 1. **(Principal) Supervisor’s details** | |
| Supervisor’s name |  |
| Supervisor’s email |  |
| 1. **Supervisor’s comments on progress** | |
| Is the attached Scholar’s report sufficient and accurate? (max. 250 words) | |
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| Has the work of the Scholar been generally adequate, well written, and timely? (Max. 150 words) | |
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| Please comment on the impact of the Covid 19 pandemic on the scholar’s progress, steps taken to mitigate the impact, any amendments to the originally planned work , and how much time has possibly been lost. (Max. 150 words) | |
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| **Give your general assessment of the student’s progress during the past year with a rationale for your assessment, based on the following scale** (max. 150 words)  **Excellent** Top class work; in the top 10% 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 20% 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 40% 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 70% 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.) | |
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| 1. **Forward plan** | |
| Is the proposed forward plan appropriate and feasible?  If applicable, what further adjustments may be required should restrictions/circumstances currently affecting the scholar’s research continue in the next academic year?  Max. 150 words | |
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| 1. **Case for a funded extension (if applicable)** | |
| 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 period. You should provide confirmation that tuition fees will not be charged to the scholar or the Trust when sending this report to the Trust.  Max. 150 words | |
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| 1. **Declaration and undertakings** | |
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| **Supervisor’s signature** |  |
| **Date** |  |