

**Royal Holloway  
Postgraduate Research Student Annual Report Form**

This confidential report should be completed by the supervisor at the end of the student's annual review. The supervisor should return the form to the departmental Director of Graduate Studies, together with:

- the student's summary of the work completed during the year;
- a statement of the research training that the student has undertaken during the year.

<b>Department:</b>		<b>Supervisor: Adviser:</b>		
<b>Student name:</b>		<b>Student number:</b>		
<b>Degree for which registered:</b> MPhil / PhD		<b>Date of initial enrolment</b>		
<b>Expected status in 2006/7:</b> Full-time Part-time Writing-up		<b>Expected completion date:</b>		
		<b>Date of annual review:</b>		
<b>Working thesis title:</b>				
<b>Written evidence of progress which was submitted:*</b>				
<b>Dates of supervision meetings:</b>				
<b>Student's performance over the last year</b>	<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Some Concerns</b>	<b>Unsatisfactory</b>
<b>Please comment on action being taken to initiate improvements in performance if concern has been noted, or if formal warnings have been/will be issued:</b>				
<b>Research training undertaken/completed:</b>				
<b>Research training planned for next year:</b>				
<b>Signature of student:</b>		<b>Date:</b>		
<b>Signature of supervisor:</b>		<b>Date:</b>		
<b>Signature of adviser:</b>		<b>Date:</b>		

\*This should comprise:

- a substantial piece of written work with a full bibliography, together with any other required pieces of work, or a piece of practice-based work relevant to their chosen topic of study;
- an 'annual report' of work done, including evidence of an understanding of the literature (e.g. a literature review or an appropriate piece of written work), with a timetabled research plan for the next year / completion;

A copy of this form should be made available to the student, and a copy placed on the student departmental file. If the upgrade has taken place as part of this annual review, a report on the upgrade interview and the submission should be attached to this form.

Comments from Student: