This form is for PhD, MLitt and MRes students.

Section A of this report should be completed by the research student at least one week prior to a meeting with the Research Studies Panel. It should be sent to your supervisor/s who will complete section B and attach tutorial report forms and forward this material to the Research Studies Panel.

Section C will be completed by the Research Studies Panel.

Copies can be downloaded from the Programme Information pages on the NCAD website [HERE](https://www.ncad.ie/students/programme-information/research-students-phd-and-mlitt/).

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| **SECTION A** – To be completed by the research student | | | | | | |
| Name | |  | | | | |
| Student ID | |  | | | | |
| School/Department | |  | | | | |
| Supervisor |  | | | | | |
| Supervisor |  | | | | | |
| Date of first registration as a Research student at NCAD (month and year) | | | | | |  |
| Parttime or Fulltime | |  | | By thesis or by practice |  | |
| Title of Research Project | | |  | | | |

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| **Summary of work undertaken since the last meeting of the Research Studies Panel (or since starting research study at NCAD, if in Year 1)** |
| *Please outline research undertaken (e.g. archival research, writing, material and/or technical experiments).*  *If you have a simple structure of the different tasks or phases of your project, please include this, as it helps the panel understand how last year's work serves your research.*  *It is also useful to indicate on this structure, what has been completed and what still needs to be done.* |
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| **Changes in intellectual focus of the work** | |
| *Does the project remain the same? Have new themes or issues emerged in the course of the last year? If so, please outline them.* | |
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| *Specify actions and tasks to be undertaken* | |
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| *Date and time of the next tutorial* |  |

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| **Plans for the year ahead** |
| *Please map how you plan to spend your research time and what you expect to achieve in the coming 12 months.*  *It can be helpful to break down this statement into blocks of time.*  *If you need access to particular equipment / resources, please note them here.*  *If you are planning to pursue external funding opportunities, please note that here.* |
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| *Plans for the year ahead* |
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| *Actions and tasks to be completed by the time of the next tutorial* |
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| **Public or professional ambitions for the project** |
| *Have you exhibited your work, spoken at conferences, or plan to do so?*  *What other opportunities might there be to share your work with other researchers and/or the public?* |
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| **Research Ethics** |
| *Does your work raise any ethical issues which need to be considered by NCAD’s Research Ethics Committee? If so, please outline below.*  *If you are uncertain please consult the guidance given in the Research Student Handbook.*  *Have your research plans / practices already been considered by NCAD’s Research Ethics Committee in previous years?*  *Have new ethical concerns emerged?* |
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| *Have your research plans / practices already been considered by NCAD’s Research Ethics Committee in previous years?* |
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| *Have new ethical concerns emerged?* |
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| **Your profile on the College website** |
| *Is the summary and title of your work up-to-date on the College website? If not, please provide an update text below (ideally max 150 words).* |
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| **SECTION B** – To be completed by the Supervisor/s |

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| Do you agree with the summary above? | Yes |  |
| No |  |

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| Comments |
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| **Signatures** | | | |
| Principal Supervisor |  | Date |  |
| Co-Supervisor (if required) |  | Date |  |

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| **SECTION C** – To be completed by the **Chair of the** **Research Studies Panel** |

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| Has the student supplied a full set of tutorial report forms? | Yes |  |
| No |  |

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| Result of Research Studies Panel meeting (please tick the appropriate box) | | |
| Research and progress satisfactory, continue. | Yes |  |
| No |  |
| Research and/or progress not satisfactory.  Please detail work to be undertaken and deadline in order to progress in the comments section below. | Yes |  |
| No |  |
| Research and progress very unsatisfactory, discontinue | Yes |  |
| No |  |

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| Comments |
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| **Signatures** | | | | |
| **Chair** |  | | **Date** |  |
| **Supervisor** |  | | **Date** |  |
| **Supervisor** |  | | **Date** |  |
| **Panel member 1** |  | | **Date** |  |
| **Panel member 2** |  | | **Date** |  |
| **Other panel member 3** |  | | **Date** |  |
| **Other panel member 4** |  | | **Date** |  |
| **Date of meeting** | |  |