This is a standard form currently used at NCAD, and is suitable for MRes, MLitt and PhD. 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/)

Section A of his report should be completed by the research student after a formal tutorial. It should be returned to the supervisors for confirmation in Section B.

Full time research students should have at least TWO formal tutorials in a trimester. Part time research students should have at least ONE formal tutorial in a trimester.

Copies of this document should be supplied with the Annual Self-Assessment Report prior to the Annual Review Meeting.

|  |
| --- |
| **SECTION A** – To be completed by the research student |
| Name |  |
| Student ID |  |
| School/Department |  |
| Supervisor |  |
| Supervisor |  |
| Parttime or Fulltime |  | By thesis or by practice |  |
| Title of Research Project |  |

|  |
| --- |
| Summary of main points discussed at tutorial |
| Date of Tutorial |  |
| Please insert summary below |
|  |
| Actions or tasks to be completed by the time of the next tutorial |
| Please list actions below |
|  |
| Proposed date of next tutorial |  |

|  |
| --- |
| **SECTION B** – To be completed by the Supervisor/s |

|  |  |
| --- | --- |
| Do you agree with the summary and actions above? | Yes, I agree |[ ]
|  | No, I don’t agree |[ ]

|  |
| --- |
| If no, please comment and return the completed form to the student |
|  |

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