**PhD Annual Progress Report Form – Guidance Notes for 1st Year PhD Students**

**Part 1A (Student)**

**Contact with Supervisor:**

No need to provide meeting “dates” – a rough average frequency of meetings will suffice e.g. daily, weekly, twice weekly

**Regulations & Code of Practice:**

University regulations for Postgraduate Degrees can be found at :

<http://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/publications/PART_3_-_CALENDAR_OF_REGULATIONS_-_2012-13_(LC).doc>

University Policy & Code of Practice for Research Degrees can be found at:

<https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Code_of_Practice_for_PGR_Study_for_website_270117.pdf>

**Risk assessments:**

Please state any safety training courses attended during the past year e.g. basic (compulsory), laser, gas etc.

**Research Progress:**

Please provide a brief summary of:

* progress to date
* achievements
* any changes to project aims/methods

These should be expanded upon in your extended report (to be attached to part 1A – see below).

**Files:**

Please upload your extended 1st year report, which should be around 3000 words in length (anything substantially exceeding 3000 words should use appendices).

Your report should contain the following information:

* Motivation/Aims
* Review of Relevant Literature/Recent Work
* Methods
* Progress/Results to Date
* Next Steps/Future Work (including identification of future training courses/needs)
* References

**Part 1B (Student)**

**Future Plans:**

Please provide a plan of work over the next year of your project with timescales.

**Researcher Development Programme:**

In the “details” section please list all courses attended (SUPA/University/Other) during the previous year.

For each SUPA course, please state the number of hours equivalent credit associated with the course (You can find the list of SUPA courses you have attended/completed in your My.SUPA account at <http://my.supa.ac.uk>.)

**Files :**

No uploads required for part 1B