**PhD Annual Progress Report Form - Guidance Notes for 2nd 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/results
* any changes to project aims/methods

**Files:**

Please upload a PDF version of your poster to be presented at the PG poster session.

Your poster should contain the following information:

* Motivation/Aims
* Summary of Relevant Recent Work
* Methods
* Progress/Results to Date
* Next Steps/Future Work
* References

Please upload a PDF version of your draft journal article. This should use a template or formatting style from a journal appropriate to your research field.

**Part 1B (Student)**

**Future Plans:**

Please provide a plan of work over the remainder 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:**

Please upload an outline thesis plan (1 page in PDF or Word format preferred). This should contain thesis chapter headings and sub-headings, with a brief summary of the expected content of each chapter.