**The Graduate School**

**Annual Report**

Please include the following parts of your Personal Development Plan and Record as part of your Annual Report.

**Part A: RESEARCH STUDENT SUMMARY INFORMATION**

**Part C: PERSONAL DEVELOPMENT RECORD SUMMARY**

Then please also answer the following additional questions:

**Part D: Annual Monitoring of Progress and Environment**

1. **EXTERNAL SUPERVISOR(S) AND COLLABORATING ESTABLISHMENTS**

1.1 CONTACTS WITH EXTERNAL SUPERVISOR(S) - Number and Location.

1.2 CONTACT WITH COLLABORATING ESTABLISHMENTS.

**2 EMPLOYMENT DUTIES CARRIED OUT**

2.1 Please specify the average number of hours worked per week on academic related duties such as teaching or laboratory supervision.

2.2 Full-time students only Please specify any other work carried out, including the average number of hours worked per week.

**3 FACILITIES**

 Please indicate any problems encountered by the student in his/her working environment.

**4 COMMENTS BY ADVISER/SUPERVISORS**

1. Has the student made satisfactory progress over this academic year?

 Yes NO

1. Has the student completed and engaged with a personal development plan?

 Yes NO

 If you have answered ‘No’ to either of these questions, please provide details below:

1. Are there any other issues/areas that are required to be addressed?

 Yes NO

 If you have answered ‘yes’ please provide details:

1. **COMMENTS BY STUDENT**
2. Do you feel you have made satisfactory progress over this academic year?

 Yes NO

1. Are you satisfied with the level of support and guidance from your supervisor?

Yes NO

If you have answered ‘No’ to either of these questions, please provide details below:

Signature of Director of Studies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

and on behalf of the other supervisor(s)

Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_