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 any new actions and tasks to be undertaken* |
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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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| **Credited modules** |
| *Research students are required to undertake accredited modules (MRes 3 x 5 credits and PhD 6 x credits), including Epigeum Research Integrity Training (online) during the period of their registration. Please note completed modules (for all years of study) below, as well as listing any modules that you intend to take in the year ahead.* |
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| *Completed modules – please indicate date of completion* |
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| *Modules that you intend to take in the year ahead* |
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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?* |
|  |
| *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** | |  |

After completing this form, the chair of the Research Studies Panel should send it as an attachment to [muldoonr@staff.ncad.ie](mailto:muldoonr@staff.ncad.ie) so that a copy can be kept by Academic Affairs. The student and members of the Research Studies Panel should be copied into this email.