

**Supervisor Annual Progress Report (to GRC) - GS040 Form**

**To be completed by all primary supervisors for each research (PhD, MD and Research Masters) student and submitted to the GRC in advance of each GRC review meeting with the student, as described in** [**section 5.8.3 of QA245**](https://www.universityofgalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)

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| **Student Details and Training Record** |
| **Name**  |  | **Student ID No** |  |
| **Research discipline/subject area and code (0 ECTS)** |  | **Period covered by report** |  |
| **Programme Type** | PhD | MD | Masters |  | **Year of programme** |  | **Full or Part time** |  |
| **Personal Development Plan completed** | **YES / NO** | **Research Integrity Training completed** | **YES / NO** |

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| **Indicate the approximate number, duration and significance of meetings held with the student in the reporting period** |
| **Summary of work completed in this reporting period** |
| **Has the student made satisfactory progress in the reporting period?**  |
| **Do you support the student’s progression to the next year of study?**  |
| **For full-time PhD/MD students in years 3, 4 and later (part-time students in years 4, 5, 6 and later) and all full-time Research Masters students in all years (part-time students in years 2 and later) do you agree that the completion plan prepared by the student is realistic and achievable?** |
| **When do you expect the student to submit their thesis?** |

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| **For students on Structured Research Programmes** |
| Your student has been requested to **send you their Module information** in a format that will easily allow you to complete the table below. Enter here those structured modules your student has **successfully completed this academic year / is undergoing this academic year** (please do not include modules completed in previous academic years). * If it is a supervisor assessed [GS module](https://www.universityofgalway.ie/graduate-studies/currentstudents/gsmodules/gsmodules/) then please indicate your mark for this module (PASS/FAIL is sufficient). Relevant assessment materials must be retained by supervisors for the record.
* If the module is assessed by the module coordinator (not the supervisor) marks will be uploaded to Canvas by the coordinator and you **do not** need to enter marks below.

If you have any queries regarding module information entry, please contact your Discipline/School/College Administrator. You **MUST** input **supervisor assessed** marks below for your student **TO RECEIVE** appropriate ECTS on their student record. |
| **Module Code** | **Module Title** | **Module Coordinator Name** | **Supervisor Assessed****MARK**  | **ECTS** |
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| **ADD FURTHER ROWS AS REQUIRED** |  |  |  |  |

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| **Additional comments** |

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| **Primary Supervisor Signature** | **Date** |
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**Note: Research students past their time limit (i.e. currently in or beyond Year 5 of Full time or Year 7 of Part time PhD) should report QUARTERLY to their GRC**

Submit to your designated GRC member(s)