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| **Research & Enterprise Training Institute (RETI)**  **Research Degrees Administration**  **Form RDA4a - Research Progress Report** | | | | | | | **Item No:**  ***For RETI use only*** | | | | | | |
| **Important: As a minimum requirement this form should be completed and submitted to the FRDC on an annual basis. However, if issues are identified with any aspect of your programme of study, this form may be submitted at a shorter interval than that of an annual basis** | | | | | | | | | | | | | |
| **(This form should be word-processed)** | | | | | | | | | | | | | |
| **1. Student Details** | | | | | | | | | | | | | |
| First Name | |  | | | | | | | | | | | |
| Family Name | |  | | | | | | | | | | | |
| Banner number | |  | | | | | | | | | | | |
| Faculty | |  | | | | | | | | | | | |
| School | |  | | | | | | | | | | | |
| Initial registration date (Banner) | |  | | | | | | | | | | | |
| Current mode of study | | Full-time | | |  | | Part-time | | | | |  | |
| Originally registered for (programme) *(indicate, as appropriate)* | | MPhil |  | MPhil/  PhD | |  | PhD | |  | | EdD  Thesis Phase | |  |
| Date Research Plan approved by FRDC | |  | | | | | | | | | | | |
| Date transfer from MPhil to PhD (Form RDA3) approved by FRDC *(for PhD, if applicable)* | |  | | | | | | | | | | | |
| Interruption(s) to registration approved by FRDC *(if applicable)* | | From | |  | | | | To | |  | | | |
|  | | From | |  | | | | To | |  | | | |
| Extension(s) to registration approved by FRDC *(if applicable*) | | From | |  | | | | To | |  | | | |
|  | | From | |  | | | | To | |  | | | |
| Supervisors | First  Second  Third |  | | | | | | | | | | | |
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| **2. Doctorate (PhD/EdD) by Publication**  *(Section E3 of the* [*Academic Regulations for Postgraduate Research Awards*](https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards) *permits students on an MPhil/PhD, PhD or EdD programme to choose to present a thesis in which sections are presented in a format suitable for submission for publication in a peer reviewed journal)* | | | | | | | | | | |
| Are you intending to submit a thesis for examination in this format? | YES |  | | NO | | | |  | | |
| Has this been discussed and agreed with your supervisory team? | YES |  | | NO | | | |  | | |
| **3. Progress with research project**  *(to be completed by the student in discussion with the supervisor)* | | | | | | | | | | |
| Working title of research project |  | | | | | | | | | |
| Changes to the involvement of formal collaborative arrangements as set out in the approved Research Plan (*if applicable)* |  | | | | | | | | | |
| 3.1 Set out the progress made against the aims and objectives stated in the last progress report, or approved Research Plan if this is the first progress report.Additionally, include a commentary on whether the aims and objectives for the last year have been achieved and, if not, why not?  If good progress has not been made what actions have been undertaken to address concerns? *(approx. 500 words)* | | | | | | | | | | |
|  | | | | | | | | | | |
| 3.2 Set out the aims and objectives for the year ahead, including, for example, transfer of registration from MPhil to PhD, or submission of thesis for examination | | | | | | | | | | |
|  | | | | | | | | | | |
| 3.3 Have any research ethics related issues arisen during the last 12 months and, if so, what action has been taken to address these? | | | | | | | | | | |
|  | | | | | | | | | | |
| 3.4 Provide details of any journal publications, external presentations and other forms of disseminating information arising from the student’s research that have been published/delivered since submission of the last Research Progress Report - RDA4a form | | | | | | | | | | |
|  | | | | | | | | | | |
| **4. Engagement with programme of study** | | | | | | | | | | |
| 4.1 Please confirm below how regularly you are meeting with your supervisor(s) | | | | | | | | | | |
|  | | | | | | | | | | |
| 4.2 Please highlight any issues you are experiencing engaging with your supervisory team  (if not applicable, please enter N/A below) | | | | | | | | | | |
|  | | | | | | | | | | |
| 4.3 Are you keeping a record of your supervisory meetings in PULSE? | | | Yes | |  | No | | |  | |
| If no, please explain why | | | | | | | | | | |
| **5.** **Training and Development** | | | | | | | | | | |
| 5.1 Please tick here to confirm you have completed all of the mandatory training relevant to the year of your programme? | | | | | | | | | |  |
| 5.2 Please highlight any issues you have experienced engaging with strands of the Postgraduate Researcher Development Programme (PGRDP) training (if applicable) | | | | | | | | | | |
|  | | | | | | | | | | |
| 5.3 Do you have any additional training requirements associated with your programme of research that have not been met? | | | Yes | |  | | No | | |  |
| 5.4 If yes, have these been discussed and agreed with your supervisors and are they being addressed by your faculty? | | | Yes | |  | | No | | |  |
| If no, please provide further details below: | | | | | | | | | | |

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| **6. Research Environment and Facilities** | | | | | | |
| 6.1 Provide information on the appropriateness of the research environment to support you and your research project, including any suggestions for improvement | | | | | | |
| *For example:*   * *Exposure to experienced academics and other researchers in your related discipline, both internal and external* * *Access to health, wellbeing and pastoral support* * *Access to peer-support networks* | | | | | | |
| 6.2 Provide information on the appropriateness of any equipment and other facilities available to conduct your research, including any suggestions for improvement | | | | | | |
|  | | | | | | |
| **7. Student’s comments**  *Are there any additional comments you wish to make that are not covered above relating to your experience and progress with your research programme, and do you have any suggestions for improvement?*  *If you wish any comments you make to remain confidential, please make the comments on a separate sheet and return it directly to the Research & Enterprise Training Institute. Your comments will be used to consider what relevant action should be taken, if deemed appropriate.* | | | | | | |
|  | | | | | | |
| **8. Supervisor’s comments** *(on matters such as* *student’s progress with research project, skills development, environment and resources to facilitate research. If progress is considered to be unsatisfactory, has any remedial action been taken, or is it suggested?)**(approx. 200 words)*  **Note: if a student has missed a regulatory academic milestone, such as transferring from MPhil to PhD within the regulatory timeframe, then progress cannot be deemed satisfactory.** | | | | | | |
|  | | | | | | |
| Has any potentially exploitable intellectual property arisen out of the student’s research since submission of the last Research Progress Report – RDA4a? | | | YES |  | NO |  |
| If yes, has the Associate Dean for Research & Knowledge Exchange been consulted about securing protection of this intellectual property? | | | YES |  | NO\* |  |
| \*If no, please contact your Associate Dean for Research & Knowledge Exchange as soon as possible | | | | | | |
| **Progress is considered to be satisfactory by the supervisors** | | | **YES** |  | **NO** |  |
| **Progress is considered to be satisfactory by the sub-committee of the FRDC** | | | **YES** |  | **NO\*\*** |  |
| \*\*If no, the RDA4a form is to be referred to FRDC for further consideration. If FRDC is in agreement that progress is unsatisfactory, the supervisors will be required to draw up an action plan in accordance with guidance provided in the [Postgraduate Research Students’ and Supervisors’ Handbook](https://docs.gre.ac.uk/rep/gre/research-students-supervisors-handbook/Postgraduate_Research_Students_Supervisors_Handbook_2019-20.pdf). | | | | | | |
| **9. Signatures** | | | | | | |
| Student | Signature: | Date | |  | | |
| First Supervisor | Name: | Date | |  | | |
| Signature: |
| Second Supervisor | Name: | Date | |  | | |
| Signature: |
| Third Supervisor  *(if applicable)* | Name: | Date | |  | | |
| Signature: |
| Head of School/FRDC approved signatory | Name: | Date | |  | | |
| Signature: |

**Data Protection Statement**

The Research & Enterprise Training Institute (RETI) and the Faculty Research Degrees Committee (FRDC) have responsibility within the university for ensuring academic standards are maintained and postgraduate research students are progressing in accordance with the Academic Regulations for Postgraduate Research Awards. The processing of these forms and the information contained within them by RETI and FRDC is, therefore, a core task of the university and by collecting and processing all the information you are providing on this form, the university is able to ensure compliance with academic standards, accurately monitor academic progress and identify training, development and resource requirements.

This form and all the information provided by you will not be shared with anybody or any organisation external to the university without the consent of the individual(s) named within the form and only where it is deemed in the interests of the individual(s) to do so (e.g. to support the transfer of a postgraduate research student to another university). This form and all the information provided by you will be shared internally with RETI and Faculty administrative staff who are responsible for the administration of postgraduate research degrees, FRDC members, your supervisors and any member of staff involved in an academic appeal or complaint that may arise to enable them to carry out their duties, as outlined above, on behalf of the university.

An electronic copy of this form will be held securely by RETI in accordance with the GRE Retention Schedule, after which it will be confidentially destroyed.

If you have any queries in relation to this form, please contact the Training and Research Programmes Officer for your Faculty using the appropriate email address below:

Greenwich Business School – [reti-pgrbus@gre.ac.uk](mailto:reti-pgrbus@gre.ac.uk)

Faculty of Education, Health and Human Sciences – [reti-pgreh@gre.ac.uk](mailto:reti-pgreh@gre.ac.uk)

Faculty of Engineering and Science – [reti-pgres@gre.ac.uk](mailto:reti-pgres@gre.ac.uk)

Faculty of Liberal Arts and Sciences – [reti-pgrlas@gre.ac.uk](mailto:reti-pgrlas@gre.ac.uk)