

### Research Degrees

# RD2 Research Student Progress Review

Please read all the instructions:

* Students must complete the relevant sections each year as they progress, First RD2 submission, Second RD2 submission etc.
* Students must complete **all** of sections one, two, three, four and five.
* If you have any confidential issues, comments, queries or suggestions you would like to raise about any aspect of your research degree programme, please contact the Chair of your school-based RSPG.
* Students, supervisors and readers must read the University's [Research Degree Regulations](https://student.londonmet.ac.uk/your-studies/mphil--phd-professional-doctorates/research-policies-and-regulations/) and [Code of Good Research Practice](https://student.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/research-office/course-documents/Code-of-Good-Research-Practice.pdf) before completing this form. Information can also be found in the Handbook for Research Students and Supervisors in the **Doctoral Studies** section of WebLearn.

Contents

[RD2 Submission 2](#_Toc204077613)

[Section One – Your Details 2](#_Toc204077614)

[Section Two - Supervision 5](#_Toc204077615)

[Section Three – Programme of Research 6](#_Toc204077616)

[Section Four – Researcher Development 8](#_Toc204077617)

[Section Five – Feedback and Reflection 10](#_Toc204077618)

[Section Six – Written Work to be Submitted with RD2 Form 11](#_Toc204077619)

[Student Declaration 12](#_Toc204077620)

[Section Seven – Supervisors’ Comments and Feedback 13](#_Toc204077621)

[Recommendation by the Supervisors 13](#_Toc204077622)

[Section Eight – Independent Reader’s Comments and Feedback 15](#_Toc204077623)

[Recommendation by the Independent Reader 16](#_Toc204077624)

[Research Student Progress Group Decision 17](#_Toc204077625)

Students, please update the contents field > right click > update field > update entire table

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| RD2 Submission |

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| --- | --- | --- | --- | --- | --- |
| Section One – Your Details | | | | | |
| Student Number |  | | Date of First Enrolment |  | |
| Name |  | | Email |  | |
| Title of Thesis |  | | | | |
| Supervisors’ Names |  | | | | |
| Have there been any changes to the supervisory team | No  Yes, please describe below | | | | |
| Year of study | Choose an item.  Other: | Mode of Study | | | Choose an item. |
| Intermissions  (Time and duration) |  | | | | |
| Please indicate your stage of study  (select one) | | preparation  data collection and analysis  interpretation and thesis preparation  writing up only  submitting thesis (see below)  other (please name): | | | |
| If you have started data collection, please provide the date of ethicsapproval. | | Choose an item. Choose an item.  N/A | | | |
| If you are submitting the thesis for examination within 4 months of the RD2 submission date you do not need to complete the remainder of the form.  Please have supervisor sign for confirmation. | | Supervisor signature confirming projected submission date for thesis: | | | |
| If unforeseen circumstances prevent you from submitting on time or at all, please detail here and notify your supervisors and the RSPG chair. If the reasons are deemed valid, a late submission (up to two weeks late) or deferral will be arranged. | |  | | | |
| Supervisor support for late submission or deferral of submission: | | Please sign: | | | |
| RSPG chair support for late submission or deferral of submission: | | Please sign: | | | |

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| Section Two - Supervision |
| If you have any concerns regarding supervision, please contact your supervisors in the first instance if appropriate. If you do not feel able to do this, please contact either the chair of your school-based RSPG, the PGR Coordinator or the Research Lead in your School. |
| Please indicate how many times you have met with your supervisors since your last report to the RSPG; i.e. in the last 6 months or 12 months (delete as appropriate). Meetings may include contact in person, by correspondence, telephone, email or video call; please distinguish between these types. |
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| Section Three – Programme of Research | |
| Please state briefly your research aims, objectives, and questions or hypotheses | |
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| Please provide a brief description of the progress you have made with your research project since your last report to the RSPG; i.e., over the past 6 or 12 months (delete as appropriate) (approx. 500 words). | |
|  | |
| Please identify any challenges or problems encountered for which additional support, training, or guidance might be required. | |
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| Please provide an updated outline of your anticipated timetable for completing your thesis | |
|  | |
| When do you plan to submit the thesis? | Choose an item. Choose an item. |

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| Section Four – Researcher Development | |
| Research students are expected to develop their personal, professional, and research competencies, skills, and knowledge throughout their period of study at London Met. They should discuss their training needs with their lead supervisor and identify which activities are appropriate and necessary for their programme of research, and personal and career development.  The London Met Research Student Training Programme offers a range of courses across four domains: Knowledge and Intellectual Abilities; Personal Effectiveness; Research Governance and Organisation; Engagement, Influence, and Impact. These courses are available face-to-face and on-line.  Please tick below which of the following researcher development activities you have engaged with **since your last submission to an RSPG**. Please give the date and a brief description of the activity. | |
|  | London Met Postgraduate Research Training Sessions |
| Description |  |
|  | On-line courses which you have undertaken |
| Description |  |
|  | Taught Masters modules which you have undertaken |
| Description |  |
|  | Relevant conferences which you have attended |
| Description |  |
|  | Relevant conferences at which you have presented |
| Description |  |
|  | Relevant journal articles, publications, or other artefacts which you have submitted, published, performed, or exhibited |
| Description |  |
|  | Any other researcher development opportunities in which you have participated |
| Description |  |
|  | if you have not engaged in any of these activities, please indicate the reason(s) why you have not done so. Lack of engagement with researcher development may be a risk to successful completion of your research programme |
| Description |  |

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| Section Five – Feedback and Reflection |
| Please copy and paste the feedback from Turnitin from your last submission (if applicable) below |
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| Please provide a short reflective statement upon the feedback from the last RD1/RD2 submission and any actions arising (500 words max). |
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| Section Six – Written Work to be Submitted with RD2 Form |
| The progress review is **not intended to add to a student’s workload**. The RSPG wants to see ‘work-in-progress’. Students should only submit written material that will benefit the preparation of the thesis, or form part of the thesis. It should be of sufficient length and quality to facilitate an assessment of progress.  You should submit a draft chapter or report on data analysis (or part thereof) of at least **4000 words.** It must be work that has not been submitted previously to an RSPG – discuss with your supervisor what the best submission might be**.** Please follow the **Guidance for Research Students** on appending your written work to this form to upload to Turnitin in the Doctoral Studies site in WebLearn as a **single document.**  Please complete this section to help the Reader by explaining where your submission fits within your thesis, what else the chapter will cover (or what further analysis you are planning), and where it sits within your programme of work. It will also help us if you can include a table of contents, indicating which chapters have been written/drafted.  Work submitted here is for assessment and is subject to normal rules of academic standards and honesty; your submission via Turnitin is subject to a similarity check. You may use Turnitin to check your work prior to submission.  Please insert work below: |

**INSERT WRITTEN WORK HERE**

**(please use Ariel 11pt font of similar)**

|  |  |  |  |
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| Student Declaration | | | |
| To submit your work to the RSPG, please sign and date the following: | | | |
| I confirm that I have read the Academic Regulations prior to submission  I confirm that this submission is all my own work | | | |
| Student’s Signature |  | Date |  |

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| Section Seven – Supervisors’ Comments and Feedback Please note that these comments will be sent to the student following the RSPG meeting and/or available via Turnitin | | | | |
| Please comment conjointly on the student's progress in respect of their programme of research and make a recommendation regarding progress. Your comments and suggestions will provide formative feedback to the student.  Please offer supportive, constructive, and sensitive comments on the work, including whether it is of an appropriate standard for a student in stage 1 (preparation), stage 2 (data collection and analysis), or stage 3 (interpretation and thesis preparation) of their registration. Suggestions may be included for possible modifications; additional references; and/or potential improvements in design / conduct / presentation / language, which will help the student to strengthen their work. Supervisors should confer in making, wherever possible, a unanimous recommendation.  An independent reader will also make an independent recommendation. | | | | |
| What stage does the work submitted indicate where the students are at: | | Choose an item. | | |
| *Please put your feedback and recommendation as a text comment in the Turnitin feedback studio (blue pen symbol on the right side).*  *The section below shows you the wording you should use for the recommendation.* | | | | |
| Recommendation by the Supervisors | | | | |
| We recommend / do not recommend **(delete as appropriate)** that progress is approved | | | | |
| Supervisor’s name |  | | Date |  |
| Supervisor’s name |  | | Date |  |

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| Section Eight – Independent Reader’s Comments and Feedback Please note that these comments will be sent to the student and their supervisor following the RSPG meeting and/or available via Turnitin | | | | |
| Please comment on the student's progress in respect of their programme of research and make a recommendation regarding progress. Your comments and suggestions will provide formative feedback to the student.  Please offer supportive, constructive and sensitive comments on the written material provided, including whether it is of an appropriate standard for a student in stage 1 (preparation), stage 2 (data collection and analysis), or stage 3 (interpretation and thesis preparation) of their registration. Suggestions may be included for possible modifications; additional references; and/or potential improvements in design / conduct / presentation / language, which will help the student to strengthen their work. If you do not feel you have sufficient information on which to base your recommendation, please notify the Research and Postgraduate Office <[research@londonmet.ac.uk](file:///C:\Users\chris\Desktop\research@londonmet.ac.uk)>.  The supervisors will also make an independent recommendation. | | | | |
| What stage does the work submitted indicate where the students are at: | | Choose an item. | | |
| *Please put your feedback and recommendation as a text comment in the Turnitin feedback studio (blue pen symbol on the right side).*  *The section below shows you the wording you should use for the recommendation.* | | | | |
| Recommendation by the Independent Reader | | | | |
| We recommend / do not recommend **(delete as appropriate)** that progress is approved | | | | |
| Reader’s name |  | | Date |  |

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| Research Student Progress Group Decision (OFFICE USE ONLY)  The section below shows the options available. The decisions are recorded in the minutes of the RSPG meeting. | | | | |
| Progress approved | | | | |
| Refer (to be considered at the next RSPG or at another specified date) | | Reason:  Date: | | |
| Withdraw | | Reason: | | |
| Chair’s Action | | Action to be taken: | | |
| RSPG Chair |  | | Date |  |