Students and staff completing this agreement should follow the procedures set out in the College Code of Practice for Postgraduate Training and Research Degrees (available at http://www.bbk.ac.uk/mybirkbeck/services/rules/pg_code). Please fill the form in as fully as possible – the sections will expand. However, not all of the sections on this form will be relevant to every student so please feel free to write ‘not applicable’. In particular, the relevance of sections 2-7 will depend on the topic and approach.

Student Name:
Thesis topic / Title:
Date started:
FT or PT:
Date of upgrade to PhD:
Expected date of thesis submission:
Supervisor(s) name(s):

1. Actual number of meetings with supervisor(s), either since enrolment or since last annual report.

2. Progress on literature review

3. Progress on methodological issues

4. Progress on data collection

5. Progress on data analysis

6. Progress on computing skills

7. Progress on theoretical elements of research

8. Meetings with useful research contacts

9. Student training undertaken this year and plans for next year

10. Attendance/presentation at seminars/lectures
11 Attendance/presentation at conferences

12 Writing plans

13 Publication plans

14 General problems hindering progress

15 Comments from the student on the nature of the agreement and future intentions

16 (For first year students only) List any problems or future actions that have been identified after reading the guidelines for research students use of Departmental and college facilities

17 (For first year students only) List any problems or future actions that have been identified after reading the college document on skills and strategies for incoming MPhil/PhD students

This form should be signed by student and staff and returned to Gemma Miller (g.miller@bbk.ac.uk). Major changes should also be notified. It should be competed by the end of the spring term each year unless a student has started late.

SIGNED (Student) _______

SIGNED (Supervisors) _______

DATE _______