|  |
| --- |
| MD(Res) Annual Review Panel Report |

**Before completing this form you must read the ICH guidance notes available at** [**https://www.ucl.ac.uk/silva/ich/intranet-new/education/research-degrees/documents/upgrade/upgrade**](https://www.ucl.ac.uk/silva/ich/intranet-new/education/research-degrees/documents/upgrade/upgrade)

|  |
| --- |
| **SECTION A:**  (To be completed by the Secondary Supervisor (Chair of Panel) and submitted to the Departmental Graduate Tutor) |

**Student Details:**

|  |  |
| --- | --- |
| **Surname:** | **First Names:** |
| **Student Number** (if known): |  |

**Supervisory Team:**

|  |  |
| --- | --- |
| **Primary Supervisor:**  **Secondary Supervisor:** |  |

**Registration Details:**

|  |  |
| --- | --- |
| **Course:**  **Department:** | **Faculty:** |
|  |

**Academic Approval:**

|  |
| --- |
| **Date of Annual Review:** |

**The Review Panel confirm that the student has determined ONE of the following:**

**1st Attempt**

1. The Student has met the criteria for the Annual Review:
2. The Student has NOT met the criteria for the Annual Review and should be referred to a specific date,   
   with specific criteria to meet, for a second attempt with the need for a second viva.
3. The Student has NOT met the criteria for the Review and should be referred to a specific date,   
   with specific criteria to meet, for a second attempt WITHOUT the need for a second viva.

**2nd Attempt (if applicable)**

1. The Student has met the criteria for the Review:
2. The Student has NOT met the criteria for the Review:

|  |
| --- |
| **Secondary Supervisor (Chair of Panel):**  □ I confirm the date and outcome of the Review noted above.  Print Name: Email address:  Signature: Date: |
|  |
| **Primary Supervisor:**  □ I confirm the outcome of the Review noted above.  □ I confirm that the student has completed the Research Student Log and that I have approved the relevant sections.  □ I confirm that I was/was not present at the viva as an Observer (delete as applicable)□ I confirm that my summary report was submitted to the Review Panel and the Student in advance of the viva.  \* NB: Irrespective of whether they are present at the viva, ALL primary supervisors must submit a report to the Annual Review Panel before the viva takes place summarising the progress of their student. **A copy of this report must be sent to the ICH Research Degrees Office (**[**ich.researchdegrees@ucl.ac.uk**](mailto:ich.researchdegrees@ucl.ac.uk)**) together with this form.**  The Supervisor’s progress report is **not** confidential, and should be shared with the student prior to the Annual Review taking place.  Print Name: Email address:  Signature: Date: |
|  |
| **Departmental Graduate Tutor:**  □ I confirm the decision of the Review Panel in relation to the above named student. I confirm that the student has completed the Research Student Log  Print Name: Email address:  Signature: Date: |

|  |
| --- |
| **SECTION B:**  (To be completed by the Primary Supervisor and submitted to the Departmental Graduate Tutor) |

|  |
| --- |
| **Composition of the Review Panel:**  Chair:  Other members:  *(Please enter full names of each member of the panel, including their position in relation to the student i.e. Secondary Supervisor, DGT etc.)* |

|  |
| --- |
| **Thesis Title:**  *(Please enter provisional thesis title)* |

|  |
| --- |
| **Date of Receipt of Written Report:**  **Date of Presentation:**  **Date of Viva:** |

|  |
| --- |
| I confirm that the date of the Viva falls within the timeframe as defined by the ICH Research Degrees Office **□**  If the Annual Review has taken place outside this timeframe, please comment on the extenuating circumstances: |

|  |  |
| --- | --- |
| **Summary of Upgrade Outcome** | |
| **The Review Panel confirm** that they have reviewed the Reports submitted by the student  and by the Primary Supervisor, and have also examined the student orally. **□**  **The Review Panel further confirm that they have satisfied themselves that the student:**  *Please check the box against the following criteria for Upgrade:*   |  |  | | --- | --- | | 1. Is committed to pursuing research at UCL leading to the MDRes degree. 2. Has achieved satisfactory progress in the work, so far. 3. Has demonstrated the ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the MDRes programme. 4. Has achieved satisfactory technical and generic skills development (students funded by funding bodies, such as  the Research Councils, must meet the specific requirements stipulated by those bodies). 5. Has formulated a viable plan for the work. 6. Has considered the research ethics dimensions of the project and applied for ethics approval from the relevant  Research Ethics Committee if appropriate. 7. Has completed the appropriate sections of the Research Student Log. 8. Has demonstrated English Language proficiency, both written and spoken. 9. Meets any other Department or Faculty criteria. | □  □  □  □  □  □  □  □  □ | | |
|  | |
| **Review Panel Joint Report**(continue on a separate sheet if necessary) | |
| *This section of the report should be completed by the Annual Review Panel and give the grounds on which the decision is based. This should include, if applicable, feedback on the specific criteria to be met after a first failed attempt or the criteria that have not been satisfied after a second  failed attempt.* | |
| **Review Panel Signature Confirming Result of the Upgrade**  **(Please Note:** This report on the outcome of the Upgrade should be signed and submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature, and thereafter retained in the Department. This report should be copied to the Student, Supervisors and the Head of Department.) | |
| Declaration: **We confirm this is the Review Panel Report for the above named student.** | |
| 1. Signed (Chair of Panel):  Please print name: | Date: |
|  |  |
| 1. Signed (Panel member):   Please print name: | Date: |
|  |  |
| 1. Signed (Panel member):   Please print name: | Date: |
|  |  |
| Signed (Departmental Graduate Tutor):  Please print name: | Date: |