

Postgraduate Progress Report Template

Student name:

Student number:

Date of first registration for current degree:

Reporting period:

Study Title

Professional Development Activities

Provide the details of any professional development activities you have undertaken during the reporting period such as, specialised training, workshop or seminar attendance, or dissemination activities (reports or articles written, conference presentations etc...).

Project team and collaborators

Names and affiliations of people who will be involved in this study – supervisors, lab supervisors, collaborators from your group, collaborators from other groups

Summary/Abstract

Provide a brief and general summary of the study. This can be described briefly in these sections:

- Subject area in which the study falls
- Specific focus within the subject area in which this study falls
- Big picture of the research aims and questions
- Short, high-level description of the methods that have been used and how they address the research questions
- Short, high-level description of any results generated to date

Aims and Objectives

Provide the full list of aims and associated objectives for the study

Research Methods

In this section, describe what methods and procedures you have done to date, in line with the aims and objectives of the study.

- **Participant recruitment / Sample selection:**

Describe what has been achieved to date in terms of participant recruitment and/or sample selection. Include details such as any ethical and/or access permission received, how ethics were considered during the process by which participants were recruited/samples selected, and the number of participants/samples obtained. Include copies of any relevant documents as appendices.



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- **Data Generation**

Report what you have done to date in terms of generating, producing, or collecting data (running experiments, collecting samples, applying methods that generate data). For each data source/set, indicate how the data is being ethically managed in accordance with your data management plan. Include copies of any relevant documents as appendices.

- **Data Analysis**

Report what you have done in terms of analysing data collected (statistical analyses, comparisons, data processing). Include copies of any relevant documents as appendices.

Results

Report on and describe the findings, results, or outcomes of data generation and analysis to date, in the format you intend to use in your thesis (e.g., figures, tables, graphs etc...with accompanying text).

Milestones based workplan

Clearly indicate achievements to date, and planned activities for the next reporting period, against your studies milestone-based workplan

Budget

Report on budget spend to date, and anticipated expenditure during the next reporting period, against available funds. List funding sources.

References

Provide a list of the full references for any literature, software, methods etc...referred to in this report

Appendix Material

The appendix should be comprehensive and include all relevant supplementary material.



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