

Bell Burnell Graduate Scholarship Fund

Part 2 – Supervisor’s Report

As a part of the monitoring and evaluation of the **Bell Burnell Graduate Scholarship Fund** studentships, the IOP requires the student and their Lead Supervisor to submit a progress report at various intervals during the award. We intend to monitor the experiences, satisfaction and performance of Bell Burnell scholars to ensure they are receiving suitable levels of supervision, training and support required. We will also improve our processes, if necessary. Continuation of the grant payments under the Agreement depends on the submission of a satisfactory report. The student is responsible for submitting their report before the corresponding deadline below (Table 1). This report will be confidential and read only by the Grants Manager and Chair (or designate) of the BBGSF Panel.

Table 1: Reporting dates

Reports	Deadline
Year 1	Last day of 3rd month Last day of 6 th month Last day of 9 th month End of 1 st year
Year 2	Last day of 6 th month End of 2 nd year
Year 3	Last day of 6 th month End of 3 rd year
Year 4 – if applicable	Last day of 6 th month End of 4 th year
Final Report (Student’s thesis abstract and any additional information on Student’s completion)	90 days following end of doctoral programme

Please submit the completed form bellburnellfund@iop.org.

These progress reports are meant to keep the IOP informed and students will not be unduly penalised for a slowly progressing project.

Lead Supervisors are encouraged to provide an honest and fair critical evaluation of the student’s progress, highlighting any limitations or delays that arise and could potentially impede completion of the doctoral programme and indicating how these will be resolved.

Lead Supervisor's name			
Supervisor's ORCID			
Student's name			
Student's ORCID			
Student's BBSF grant reference number			
Research project title			
Report number			
Period of report	From:	DD/MM/YYYY	To: DD/MM/YYYY

Progress report

1. Comments on the student's research progress in the past 6 months. Please include a list of papers or articles presented or published. (200 words limit)

2. Are there any specific changes to the research objectives or approaches being taken? If so, please explain and comment on the overall impact on the project. (150 words limit)

3. What is your assessment of the student's progress in other aspects of their activities during the past 6 months (e.g. conferences and events attended, courses, reading, awards received etc?) Please highlight any specific achievements or issues that have arisen. (200 words limit)

4. Future plans.

Please summarise the plans for the next 6 months. Is the student’s proposed plan for the next 6 months suitable and viable? (100 words limit)

5. How have you and your supervisory team provided support for the student? Please include any mentoring, training and research support provided. (200 words limit)

6. Any other recommendation/comment/(confidential) communication to the IOP. Please highlight any mitigating circumstances to be considered (no need to disclose specific details) (100 words limit)

Signature	
Date	