

Bell Burnell Graduate Scholarship Fund

Part 1 – Student’s Progress 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 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 6 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 along with any other student reports sent to your supervisor or Head of school (or equivalent) as an attachment to bellburnellfund@iop.org.

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

Student name	
Student ORCID	
Student BBGSF grant reference number	

Lead Supervisor name				
Host university/institution name				
Research project title				
Report number				
Period of report	From:	DD/MM/YYYY	To:	DD/MM/YYYY

Progress Report

1. **Brief summary of research undertaken, significant achievements and potential areas of concern. Please include research papers, patents etc presented or published. (250 words limit for each sub-section)**

a. Research undertaken

b. Significant achievements

c. Areas of concern

- d. Please comment on the equipment, facilities and other resources that you are using for your research work. Are these adequate for the needs of your project? If not, please indicate.

2. **Additional activities undertaken in the past 6 months (e.g. professional development, training,**

teaching / tutoring, attendance and/or papers presented at seminars and events) (100 words limit)

3. Evaluation of supervisory arrangements (150 words limit)

a. Frequency of supervisory contact- please indicate how often you interact with each of your supervisors:

- Face to face to discuss your research, training, development needs and academic progress;
- By email, telephone, skype etc.

b. Please provide examples of specific support that you have received, and any concerns you might have about the level of supervision, guidance provided, feedback received etc.

c. Please include a summary of how you receive other advice, guidance or information e.g. from other doctoral students, researchers, academic staff, technicians and support staff etc in your own or other departments, or through university led activities such as Graduate School.

4. In what ways have you engaged as a BBGSF ambassador? Please summarise all your activities with as much quantitative information as possible, e.g. number of students, other participants etc. (150 words limit)

5. What are your research plans for the next 6 months? (100 words limit)

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6. What other activities do you intend to undertake in the next 6 months. (If you are in your final year, please indicate your plans for your future career.) (100 words limit)

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7. Other relevant information/comments that you wish to supply. (50 words limit)

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Signature	
Date	