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| **York St John University**  **Professional Doctorate Progress Report: Pre-Transfer Stage** | | | | | | | | | | | | | | | | | | | | |
| 1. *Transfer submissions should normally be submitted in October of the academic year in which students expect to start Part 2 of their Professional Doctorate.* 2. *The postgraduate researcher (PGR) and supervisor should complete their sections independently. The main supervisor is normally expected to complete the supervisor section in conjunction with the Head of Programme for the Award.* 3. *The report will be considered by the Transfer Assessment Panel and should be submitted to the PD Administrator along with the other transfer documentation (see section C below) as a single pdf file. The Administrator will check that all required components of the transfer submission have been provided before circulation to the Transfer Assessment Panel.* 4. *The Chair of the Transfer Assessment Panel should send this form to the School Postgraduate Research Lead (SPGRL) after the transfer meeting, along with the following documents:*     1. *Latest version of the training & development needs analysis (or equivalent) and training plan.*    2. *Joint Report of the Transfer Assessment Panel – fully signed.* 5. *The SPGRL will submit the approved forms to Registry.* | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | Student Number: | | | | |  | | | | | | |
| Degree: | Professional Doctorate | | | | | | | | School: | | | | |  | | | | | | |
| Intended Award: | EdD | | | | |  | DMin | | | |  | | DAppLing | | | | | |  | |
| Part 1 start date: |  | | | | Part 1 modules passed: | | | | | 8PD001 | | | |  | 8PD002 | | | | |  |
| 8PD003 | | | |  | 8PD004 | | | | |  |
| Part 2 start date: |  | | | | | | | Proposed submission year for thesis: | | | | | |  | | | | | | |
| Main Supervisor: | |  | | | | | | | | | | | | | | | | | | |
| Other Supervisor(s): | |  | | | | | | | | | | | | | | | | | | |
| Draft Thesis title: | |  | | | | | | | | | | | | | | | | | | |
| **To be completed by the PGR (A – C below)** | | | | | | | | | | | | | | | | | | | | |
| 1. Please provide a brief review of your progress during Part 1 of the programme | | |  | | | | | | | | | | | | | | | | | |
| B (i) Are there any issues which adversely affected your progress which need to be taken into consideration (*Delete as necessary*) | | | | | | | | | | | | | | | | YES | | NO | | |
| (ii) If you answered yes to the question above please provide a brief explanation. | | |  | | | | | | | | | | | | | | | | | |
| C. Please confirm that you have provided the following documents for your transfer *(Delete as necessary)* | | | | * + *A project proposal;* | | | | | | | | | | | | | YES | NO | | |
| * + *Plan for completion of the research and thesis (eg Gantt chart);* | | | | | | | | | | | | | YES | NO | | |
| * + *Draft plan of chapter headings;* | | | | | | | | | | | | | YES | NO | | |
| * + *Training and development needs analysis[[1]](#footnote-1) and training plan for Part 2;* | | | | | | | | | | | | | YES | NO | | |
| * + *Statement of academic integrity, safeguarding data and ethical requirements.* | | | | | | | | | | | | | YES | NO | | |
| Signed by the PGR  (or E signature) | | | |  | | | | | | | | Date: |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **To be completed by the main supervisor and the Head of Programme for the Award (1 – 6 below)** | | | | | | | | | | | | | | | | | | | | |

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| **1(i). Progress on Part 1 of the Programme** | | | |
| **HoP for Award:**  Please provide summary of overall progress, comments on the content and quality of written work submitted for the modules |  | | |
| **1(ii). Progress on Research Proposal** | | | |
| **Main Supervisor:**  Please provide summary of overall progress on, and quality of, the Research Proposal. |  | | |
|  | | | |
| **2. Has a Training Plan been agreed for Part 2 ? *(delete as necessary)*** | | Yes | No |
|  | | | |
| **3. Language** | | | |
| Please report on the PGR’s **English language writing and speaking skills**. Where the supervisor(s) believes additional English language support is required this should be clearly stated. |  | | |

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| 1. **Ethical review** (<https://www.yorksj.ac.uk/research/research-ethics--integrity/>) *(please delete or insert cross ‘x’ in the relevant box (select one box only)***:** | | | | | |
| (i) | Ethical review is not required | | | |  |
| (ii) | Ethical approval has been granted (no further ethical approval anticipated) | | | |  |
| (iii) | Ethical approval has been granted, but further review will be required at a later stage in the research *(please provide further details in the text box below)* | | | |  |
| (iv) | Ethical review is required but approval has not yet been granted *(please provide further details in the text box below)* | | | |  |
| Please indicate the steps the PGR has been asked to take if:   * Option (iii) or (iv) has been selected; or * The supervisor(s) is not satisfied with the arrangements. | | |  | | |
|  | | | | | |
| **5. Research Data Management Policy** (<https://www.yorksj.ac.uk/policies-and-documents/library/research-data-management-policy/> ) | | | | | |
| (i) | Is the supervisory team satisfied that data storage and safeguarding issues are being appropriately addressed?  *(please delete Yes/No as applicable or insert a ‘🗸’ or ‘x’ in the chosen box (select one box only)*: | | | Yes | No |
| (ii) | If no please indicate the nature of the problem and the steps the PGR has been asked to take below. | | | | |
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| **6. Other comments on the PGR’s progress and/or issues to be brought to the attention of the School Postgraduate Research Lead or Transfer Assessment Panel:** | |  | | | |

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| Signed by the HoP for Award  (or E signature): |  | | Date: | |  | |
| Signed by the main supervisor (or E signature): |  | | Date: | |  | |
|  | | | | | | |
| **I confirm that I have read and agreed the content of the PGR and supervisor sections of the progress report** | | | | | | |
| Signed and agreed by the School Postgraduate Research Lead (or alternate) (or E signature): | |  | | Date: | |  |
| Additional comments from the SPGRL (completion of this box is optional) | |  | | | | |

**This form should be sent, along with the Joint Report of the Transfer Assessment Panel, Statement of Academic Integrity, TDNA (or equivalent) and Training Plan to the School Postgraduate Research Lead for approval. The SPGRL should forward the documents to Registry (**[**research@yorksj.ac.uk**](mailto:research@yorksj.ac.uk)**).**

1. Training and Development Needs Analysis (or approved equivalent, i.e. Vitae Researcher Development Framework planner or professional body portfolio) to be provided [↑](#footnote-ref-1)