**Humanities PhD Activity Report**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Programme name: |  |
| Academic Unit(e.g. Music, English etc): |  |
| Activity report number: |  |

**Student Report**

You must complete an activity report every three months, starting from the fourth month of the research phase of your candidature. Please use the box below to report on your activities during this period. Before completing this form, please ensure you have read any supervisor comments (if applicable) from the previous activity reports.

Please refer to the table at the end of this form for full details of when Activity Reports are due. You must submit your activity report to your supervisor by the end of the month shown in the table.

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Please include the following in your report:

* **Supervisory meetings:** Dates when any meetings took place, who was present and any comments you wish to make.
* **Other activities:** Attendance at conferences and any conference organisation activities; fieldwork visits, locally, nationally and internationally; visits to archives and research libraries; summer-schools or any relevant activities you have undertaken.
* **Please also comment on any** **issues or difficulties** **you might be experiencing.**

If you wish to discuss any concerns with the Faculty Graduate School Director or subject PGR Coordinator, you may do so outside of this form. Please see the Humanities Graduate School Sharepoint site for guidance.

**Training Record**

Please list below any training and/or other activities you have completed since your previous activity report:

**Training Courses** (Including Faculty level training)

|  |  |
| --- | --- |
| Course name | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Professional Development Activities** (e.g. teaching/demonstrating, invigilation, internal conferences/workshops attended, external conferences/workshops attended)

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Organised By | Short Description | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Modules Completed/To Be Completed**

Please list any modules you are registered on/auditing.

|  |  |  |  |
| --- | --- | --- | --- |
| Subject Code | Course Number | Course Title | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Once you have completed this form, please submit your activity report to your supervisor for review.**
2. **Your supervisor will review your report, sign it off and return it to you.**
3. **You should then submit the fully completed report to the Graduate School Office.**

**We recommend you keep a copy of the completed report for your records.**

|  |  |
| --- | --- |
| Student name: |  |
| Signature: |  |
| Date: |  |

**Supervisor Review**

**Please review the student’s activity report and training record. If you wish to make any comments, please do so in the box below. Once you have reviewed the form please sign it and return to the student.**

Supervisor’s comments (optional):

**I confirm I have reviewed the student’s report and training record.**

|  |  |
| --- | --- |
| Supervisor name: |  |
| Signature: |  |
| Date: |  |

Please refer to the table at the end of this form for full details of when Activity Reports are due. Please ensure you return the signed report to your student by the end of the month shown in the table.

**Activity Reports Timings**

The month numbers in this table refer to the months of candidature from the start of the research phase.

|  |  |  |
| --- | --- | --- |
| Activity Report Number | Student to submit by | Supervisor to sign-off by |
| 01 | End of month 4 | End of month 5 |
| 02 | End of month 7 | End of month 8 |
| 03 | End of month 10 | End of month 11 |
| 04 | End of month 13 | End of month 14 |
| 05 | End of month 16 | End of month 17 |
| 06 | End of month 19 | End of month 20 |
| 07 | End of month 22 | End of month 23 |
| 08 | End of month 25 | End of month 26 |
| 09 | End of month 28 | End of month 29 |
| 10 | End of month 31 | End of month 32 |
| 11 | End of month 34 | End of month 35 |
| 12 | End of month 37 | End of month 38 |
| 13 | End of month 40 | End of month 41 |
| 14 | End of month 43 | End of month 44 |
| 15 | End of month 46 | End of month 47 |

**Part-time students** should continue submitting reports every three months until month 82 of their candidature.

**Students on Nominal Registration** are **NOT** required to submit Activity Reports**.**