

Stage Transfer Assessment Report

**School of Biology and Environmental Science**

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| GUIDELINES ON WRITING A STAGE TRANSFER ASSESSMENT REPORT |
| The student’s Statement of Progress and Research Plan should be a concise document, with evidence of progress to date, and of the existence of a research plan for the future. It should not be a detailed report of the type submitted to the student’s Research Support Panel. Most of the relevant information may be presented in a bullet-point format, and appropriately annotated figures that communicate progress effectively may be included. The overall word limit (excluding references) is 3,000. While this document should be the student’s own work (the ability to communicate in this way provides evidence of competence and capacity), the initial draft may benefit from the supervisor’s comments. |

# Transfer Assessment REPORT

Candidate name:

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Student Number:

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Supervisor:

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Stage of Study:

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Thesis Title:

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Funding logos if applicable:

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### YOUR RESEARCH

A brief description of the overall research project (provide enough background material and detail to allow a non-specialist to understand the basic principles);

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The explicit hypothesis/hypotheses being tested and how they map to potential thesis chapters;

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A summary of the research carried out in the first 12 -14 months (bullet point format is encouraged, since these can be elaborated on in the oral presentation);

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The approach taken to overcome any difficulties encountered in the first 12 months (if appropriate);

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A research plan for the remaining period of the PhD, structured around thesis chapters and including an indication of the amount of work that has been completed to date. Include indicative timelines and relevant contingency plans.

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The dates of all formal meetings with the candidate’s Research Support Panel;

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Elements from the student’s RPDP such as evidence of regular meetings with the RSP, scientific meetings and/or workshops attended, visits to collaborators, training needs identified and evidence of successful completion of taught modules:

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Any other comments for the panel:

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References;

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Signature: Date

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