|  |  |  |
| --- | --- | --- |
|  |  | **Facoltà di EconomiaDipartimento di Economia e Finanza**PhD in Economia e Finanza |

|  |
| --- |
| **PhD candidate in Economics and Finance****Annual Progress Report (APR)**  |

**INSTRUCTIONS FOR CANDIDATES**

1. Complete Section 1 by September 15.
2. Forward the form to your Advisor to complete Section 2. Your Advisor will pass the form to the PhD Coordinator by September 30.
3. Attend your Annual Progress interview in the first half of October. You will have a chance to see your Advisor comments at the interview. Remember, you will have an opportunity at the interview to speak to the panel (PhD Coordinator and Tutor) without your Advisor present.
4. After the interview, you will have a chance to make a final comment.
5. Make final comments and sign in Section 4 by October 15. The PhD Coordinator will return the APR to the PhD Program Office. (If you want some time to write your final comment, you can take a copy of the form, write your comments, and then return the copy to the Office)
6. You and your advisor will receive an email copy of the form for your records. It should help you plan the next year of work.

**PhD Program Office:**

Room 1A.11 – School of Economics

University of Rome “Tor Vergata”

info@phdef.uniroma2.it

|  |
| --- |
| **SECTION 1 – to be completed by the PhD Candidate**  |
| **Family name:** |  |
| **Given name:** |  |
| **ID number:** |  |
| **PhD Cycle (year of first enrollment):** |  |
| **Research Fields:** |  |
|  |
| **CANDIDATURE DETAILS****Tutor:** |  |
| **Advisor:** |
| **Associate Advisor(s), if any:** |
| 1. **Thesis (provisional) title:**

**It is composed by:****- Paper 1:****- Paper 2:****- Paper 3:** |
| 1. **Abstract** *(please add or attach a thesis abstract of 100-300 words describing your research)*

  |

|  |
| --- |
| **(c) Are you an active participant to the PhD activities?** *Describe your involvement. This includes association and discussion with experts in your field at the University, at EIEF and elsewhere, opportunities to engage with other PhD students, conference participation etc.* |
| **(d) What have been the main accomplishments of your project over the past year?** *For example: collecting data and/or analysis completed, chapter drafts, reports, publications (please list), exhibitions and presentations.*  |
| **(e) What key milestones do you plan to meet during the next year?**  *Examples of milestones include: review the literature; select methodology; collect data; analyse data; arrange for ethics approval; revise chapter drafts; edit and proof read thesis; present conference paper/ exhibition; or submit articles***1.****2.****3.****4.****5.****6.** |
| **(f) By what date do you plan to submit your thesis:**  |
| **(g) The research process generally has its challenges, and we would like to hear about yours** What are one or two of the biggest challenges you have faced during the past year in terms of progressing your research? *(These could include: logistical, technical, personal or any other difficulties)* |
| **(h)** **Describe your working relationship with your supervisory team.** *For example, do you have regular meetings, do you need additional academic support.* ***How often do you meet or have contact with your Advisor (and your Associate Advisor, if any)? Is this supervisory arrangement satisfactory for you?*** *Please remember that you will have the opportunity to speak at interview without your supervisor present.* |
| **(i) Are there any issues you would like to discuss with the panel (PhD coordinator and tutor) during your interview?** *This is an opportunity for you to let us know of any concerns you may have about your project, research community, progress and supervisory team.* |

***NOW, please forward this form to your advisor so s/he can fill out the next section.*** *Advisor must receive this form by 15 September.*

|  |
| --- |
| **SECTION 2 – to be completed by the Advisor** |
| **(a) How often do you meet or have contact with the candidate? Is this supervisory arrangement satisfactory?** |
| **(b) What were the main challenges encountered by the candidate during the past months that impacted on the progress of research?** (*This includes personal, technical or other problems*) |
| **(c) Please indicate steps you and the candidate have taken or will take to help overcome these problems in the future****(d) Are there any significant achievements not mentioned in section 1 that you would like to mention here?****(e) Would you like to add any suggested milestones to those already proposed by the student?****1.****2.****3.****4.** |
| **(f) Has the candidate’s progress been satisfactory to date?** ❑ Commendable ❑ Satisfactory ❑ Marginal ❑ Unsatisfactory Describe the factors that have contributed to this rating   |
| **(g) Do you agree with the submission date anticipated by the candidate?** (*see Section 1)* ❑ Yes ❑ No  |
| **(i) Has the candidate demonstrated satisfactory written English expression?** ❑ Yes ❑ Marginal ❑ Yes If no or marginal, what developmental actions would you recommend *e.g. Learning Centre courses*.  |
| **(j) Please recommend one of the following:** ❑ The previous year has been satisfactorily completed  ❑ The candidate should re-sit any exams ❑ The following additional requirements are recommended (*for example, a further review in three or six months, undertake training, etc*):  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Now, please forward to the PhD Coordinator prior to the interview (by September 30).*** |

**Section 3 - APR Interview Panel**

**Based on the APR form comments by candidate and advisor and the interview process, please rate the candidature progress since the last review on the following scales:**

Research progress: Commendable / satisfactory / marginal / unsatisfactory

Training needs: Commendable / satisfactory / marginal / unsatisfactory

Advisory relationship: Commendable / satisfactory / marginal / unsatisfactory

Candidature (other): Commendable / satisfactory / marginal / unsatisfactory

**Based on the APR form comments by candidate and supervisor and the interview process, do you endorse the candidature milestones proposed by the student and advisor? Would you like to recommend any additional milestones?**

**1.**

**2.**

**3.**

**4.**

**Based on the APR form comments by candidate and advisor and the interview process, please list any other action items to be achieved by the next review date.** Please identify the person responsible for each item (candidate, advisor, faculty, etc)

**1.**

**2.**

**3.**

**4.**

**5.**

**Recommended time until next review:** *(usually one year, but 3 or 6 months may also be recommended)*

**Outcome of annual progress review:**

❑ Progress is commendable. Continued enrolment subject to conditions outlined in the milestones/action items above.

❑ Progress is satisfactory. Continued enrolment subject to conditions outlined in the milestones/action items above.

❑ Progress is marginal. Continued enrolment subject to conditions outlined in the milestones/action items above.

❑ Progress is unsatisfactory. Recommendation to the Director of Doctoral Studies is to:

 ❑ Allow continued enrolment subject to conditions outlined in the milestones/action items above.

 ❑ Require student to show good cause why he or she should be permitted to continue the candidature.

 ❑ Cancel scholarship assignment

Signed by PhD Coordinator (or Head of Department): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Now, the student has a final opportunity to make some comment.***

The student may wish to do this at the end of the interview, in which case, they can comment, sign, and the form is forwarded to the PhD Program Office by the PhD Coordinator. If the student would like some time, give the student a **copy of the form**, and send the **original** to the Office.

**Section 4 - Candidate’s final comments**

**Any final comments?**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return this form to the PhD Program Office by October 15.***