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| **Research & Enterprise Training Institute (RETI)**  **Research Degrees Administration**  **Form RDA4b - Faculty Consideration of Postgraduate Research**  **Student Progress Reports** | | | | | | | | | | | | | **Item No:**  ***For RETI use only*** |
| **(This form should be word-processed)** | | | | | | | | | | | | | |
| **1. RDA4a forms submitted for consideration** | | | | | | | | | | | | | |
| **Faculty** | | | |  | | | | | | **Considered at a FRDC Sub-Committee meeting held on** | | | *(date)* |
| **Academic Session** | | | **2023-24** |
| **Details of Student** | | | | **Banner No.** | **School** | **Programme - MPhil, MPhil/PhD, PhD, EdD (Thesis Stage)** | | **Progress is satisfactory**  **Y/N** | | | | **Progress report to be referred to FRDC**  **Y/N\*** | **Comments** |
| **No.** | **First Name** | **Family Name** | |
| 1. |  |  | |  |  |  | |  | | | |  |  |
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| 12. |  |  | |  |  |  | |  | | | |  |  |
| ***\* Progress reports must be referred to FRDC for further consideration where progress is considered to be unsatisfactory by the FRDC Sub-Committee. Satisfactory reports can also be referred to FRDC for further consideration where there is an issue to be noted.*** | | | | | | | | | | | | | |
| **2. RDA4a forms due/overdue (not submitted)** | | | | | | | | | | | | | |
| **No.** | **First Name** | | **Family Name** | | **Banner No.** | | **School** | | | | **Programme - MPhil, MPhil/PhD, PhD, EdD (Thesis Stage)** | | **First Supervisor** |
| 1. |  | |  | |  | |  | | | |  | |  |
| 2. |  | |  | |  | |  | | | |  | |  |
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| **Summary:**  **Of the …. (no. total) RDA4a forms considered in the FRDC Sub-Committee as set out above, …. (no.) are considered to be satisfactory, ….. (no.) unsatisfactory and …. (no.) are to be referred to the Faculty Research Degrees Committee for further consideration.**  **……(no.) RDA4a forms, now due/overdue and will be requested for consideration at the next FRDC Sub-Committee meeting.**  **(Note: All Forms RDA4a listed above must be submitted to the Secretary of the Faculty Research Degrees Committee with Form RDA4b).** | | | | | | | | | | | | | |
| **3. Signature** | | | | | | | | | | | | | |
| Confirmation that the review summarised above is to be forwarded to the Faculty Research Degrees Committee for consideration/noting | | | | | | | | | | | | | |
| FRDC Sub-Committee Chair | | | Name: | | | | | | Date | | |  | |
| Signature: | | | | | |

**Data Protection Statement**

The Research & Enterprise Training Institute (RETI) and the Faculty Research Degrees Committee (FRDC) have responsibility within the university for ensuring academic standards are maintained and postgraduate research students are progressing in accordance with the Academic Regulations for Postgraduate Research Awards. The processing of these forms and the information contained within them by RETI and FRDC is, therefore, a core task of the university and by collecting and processing all the information you are providing on this form, the university is able to ensure compliance with academic standards, accurately monitor academic progress and identify training, development and resource requirements.

This form and all the information provided by you will not be shared with anybody or any organisation external to the university without the consent of the individual(s) named within the form and only where it is deemed in the interests of the individual(s) to do so (e.g. to support the transfer of a postgraduate research student to another university). This form and all the information provided by you will be shared internally with RETI and Faculty administrative staff who are responsible for the administration of postgraduate research degrees, FRDC members, your supervisors and any member of staff involved in an academic appeal or complaint that may arise to enable them to carry out their duties, as outlined above, on behalf of the university.

An electronic copy of this form will be held securely by RETI in accordance with the GRE Retention Schedule, after which it will be confidentially destroyed.

If you have any queries in relation to this form, please contact the Training and Research Programmes Officer for your Faculty using the appropriate email address below:

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Faculty of Education, Health & Human Sciences – [reti-pgreh@gre.ac.uk](mailto:reti-pgreh@gre.ac.uk)

Faculty of Engineering and Science – [reti-pgres@gre.ac.uk](mailto:reti-pgres@gre.ac.uk)

Faculty of Liberal Arts and Sciences – [reti-pgrlas@gre.ac.uk](mailto:reti-pgrlas@gre.ac.uk)