The College and Graduate School have determined that all research students should submit an initial plan of their research. This is to help the student focus on their project and to form a basis against which future progress can be measured.

You should discuss your plan with your supervisor(s) before completing the form. After completing your part, print and sign the form and give it to your supervisor(s) who should add their comments, sign and return it to you.

Once completed the form should be submitted to the Postgraduate Administrator for sign-off by the Director of Postgraduate Studies (Research). Confirmation will then be sent to the Registry and once processed, the date of your research plan confirmation (RPC) will appear in your student e-service milestones. Your research plan will be filed with your records.

Plans should be submitted to the Postgraduate Administrator no more than 8 weeks after your initial start date in order to allow for departmental approval and any corrections to be made. Your final RPC date will be taken as the date of departmental approval, not the date you submit your form.

Research students can discuss concerns about their work or progress in confidence with their mentor, the Postgraduate Tutor, the Head of Department, or with others in the College concerned with welfare. Where possible, a discussion with your supervisor is often best.

If you have any concerns, do not put off discussing them – problems can often be helped by discussion.