**COVID-19 PGR PROGRESSION STATEMENT**

***Purpose of the Covid-19 PGR progression statement***

This statement is designed to capture contextual information for a formal review of progress about the **effect of the Covid-19 restrictions on your research project.**

The information you provide will enable your progression panel to understand, if applicable, how your research project has been altered – and/or may be alternated in future - by the Covid-19 restrictions.

Please be reassured, that:

* formal reviews of progress are designed to be a supportive process to maximise your chances of successful on-time completion
* the [criteria for progression](https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/appendix-2/#criteria) that you need to meet are set at a threshold level i.e. they are designed to be achievable and make allowance for the fact that research does not always progress smoothly
* adapting a project is a normal part of research and you will not be penalised for this. Indeed, we expect our PGRs to be able to demonstrate an ability to adapt to unforeseen circumstances.

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| Please note that this statement is NOT for capturing information about the impact of the Covid-19 restrictions on your personal circumstances, nor is it designed to replace a request for a leave of absence or an extension to your progression deadline if you believe that you have grounds to request one of these. |

***Completing the Covid-19 PGR progression statement***

* You may submit a progression statement (it is optional) if you are a PGR whose research has been affected by the Covid-19 restrictions and you are subject to a formal review of progress.
* **Please complete parts A, B and D, and if applicable part C.**
* Please upload the completed progression statement (saved as a .pdf file) to SkillsForge with the other documents that your department requires for a formal review of progress (see your departmental PGR handbook).

**Part A: Student details**

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| --- | --- |
| **First name** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **Student number** | Click here to enter text. |
| **Department** | Click here to enter text. |
| **Intended award** | Choose an award. |
| **Programme of study e.g. Biology, History** | Click here to enter text. |
| **Date your studies began** | Click to enter a date. |
| **Formal review of progress (i.e. 1st, 2nd or 3rd)** | Choose your progression point. |
| **Mode of attendance** | Choose mode. |
| **Current submission date** | Click to enter a date. |

**Part B: Summary of the effect of the Covid-19 restrictions on your research project**

How has your research project been affected by the Covid-19 pandemic restrictions thus far?:

Choose an option.

**Part C: Details (if applicable) of how the Covid-19 restrictions have affected your research project**

|  |  |
| --- | --- |
| Title/brief description of original research project | Click to enter text. |
| Title/brief description of your revised research project (if applicable) | Click to enter text. |
| How the Covid-19 restrictions have altered/will alter your research project (max 800 words). | |
| Click to enter text – the box will expand as you type. | |

You may comment on:

* **the challenges that the Covid-19 restrictions have presented/are presenting/will present for your research project**, for example:
  + reduced data and/or difficulty or delay in collecting or analysing data due to the closure of/restrictions on laboratories/other specialist facilities/expertise, curtailed/cancelled fieldwork due to travel restrictions or social distancing measures
* **what steps you have taken/are taking/will take to address the challenges arising from the Covid-19 restrictions**, in terms of adjusting the scope, design or phasing of your research project, for example:
  + one or more changes of research topic
  + a change in emphasis from empirical to theoretical research
  + a change of research location (fieldwork, archive etc.)
  + a change a method (e.g. running experiments remotely rather than in person, using simulation, moving from in-person data collection to online data collection, analysing existing data sets)
  + altering the timing of, or substituting, one or more experiments.

You must not use the progression statement to comment on the impact that the Covid-19 restrictions have had/are having (if applicable) on your personal circumstances (e.g. ill health, domestic situation etc.).

It is recommended that you discuss Part C with your supervisor(s).

Please state if you discussed Part C with your supervisor(s): yes  no

**Part D: Signature of student**

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| Click to enter name in order to sign. | Click to enter a date. |

**Note for the progression panel**

As a member of the progression panel, youare required to read this Covid-19 progression statement and may choose to explore the contents with the PGR as part of this process. Progression panels should note that there is **no** change to the criteria that a PGR needs to meet in order to progress as these are set at threshold level.

**END**