# CONFIRMATION REPORT

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| **Information for Students****When do I need to complete my Confirmation Process?** * PhD full-time: Year 2, no later than 22 months after the initial registration (i.e., end of June).
* PhD part-time: Year 3, no later than 34 months after the initial registration (i.e., March 1).[[1]](#footnote-2)

**When do I return the completed Confirmation Report?**The completed Confirmation Report should be returned to a nominated administrator in your School by the following dates: * September Registrants Return by end of June (full-time PhD students) or end of January (part-time PhD students);
* March Registrants Return by end of January;

**Guidelines for the Confirmation process**The confirmation process is arranged at School level and the guidance is provided to students by the School Director of Teaching and Learning (Postgraduate) or their delegate.  **Students are strongly advised to discuss and agree with their supervisor the timeline for beginning and completing the process.** Each PhD student must prepare a PhD Confirmation Report. Students must ensure that a draft of the confirmation report is given to the members of their Thesis Committee in time for them to read it and provide feedback at the confirmation interview. Typically, 2 weeks in advance of the meeting.Confirmation processes may include submission of a piece of work and an oral interview (viva) with the student’s Thesis Committee. The structured elements of the PhD should normally be completed by the point of confirmation interview, including the mandatory module on Research Integrity (CA 7000), and evidence of their achievement should be available to the examiners. Students should also be prepared to discuss their Professional Development Plan and identify research or multidimensional skills they identified as key to their professional growth. **Who should I contact if I experience difficulties completing this form?**Please contact your Supervisor or the Director of Teaching and Learning (Postgraduate) in the School you are registered in. |
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| **PART A: GENERAL INFORMATION** |
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| **Student name**  |  |
| **Student ID number** |  |
| **Student TCD email** |  |
| **Degree registered for** | Choose an item. |
| **Full-time or part-time** | Choose an item. |
| **School where registered** |  |
| **Year/month of starting** |  | **Month of registration** | Choose an item. |
| **Current year of study****(Year 1, 2, 3, 4, 5, 6)** |  |
| **Do you have a funding source? If so, please specify.** |  |
| **Provisional title of Thesis** |  |
| **Date of Confirmation interview meeting** |  |
| **Have you taken any time off-books? If so, please provide dates when off-books.** |  |
| **Expected final thesis submission date** |  |
| **Name of Primary Supervisor** |  |
| **Primary Supervisor email** |  |
| **Name(s) of co-supervisor(s) if any** |  |

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| **PART B: THESIS COMMITTEE MEMBERS** |
| Thesis Committees perform three key functions: 1. Support the academic progress of the student and provide guidance on their development as PhD researchers.
2. Assess and monitor research progress through formal review processes (i.e., annual review and confirmation / transfer interview) and agree an appropriate recommendation.
3. Support the student-supervisor relationship and enhance the overall quality and rigor of the supervision process.

The supervisor and/or co-supervisor(s) can be present at the confirmation interview formal annual review meetings with students, with the Chair ensuring that time is allocated for the student to speak with the Thesis Committee without the supervisor(s) present. Note, it is not mandatory for the supervisor to be present. Further guidance is available in the [Terms of Reference for Thesis Committees](https://www.tcd.ie/graduatestudies/assets/pdf/terms-ref-gsc-23.pdf) and [Thesis Committee Guidelines](https://www.tcd.ie/graduatestudies/assets/pdf/thesis-committee-guidelines.pdf). |
| **Name of Thesis Committee Member 1** |  |
| **Email** |  |
| **Name of Thesis Committee Member 2** |  |
| **Email** |  |
| **Name of independent expert** *(if applicable)* |  |
| **Email** |  |

*Please add more rows if required.*

| **PART C: TAUGHT MODULES ON THE STRUCTURED PHD** |
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| Students are required to participate in taught modules and obtain between 10 and 30 ECTS in level 9 modules during the lifespan of their PhD research. All PhD students are required to complete the online “Research Integrity and Impact in an Open Scholarship Era” module (CA7000). This module will address the importance of research ethics in the context of open research, the danger of research plagiarism and the necessity to comply with the demands of best research practice as promoted by Trinity’s LERU partners. This module should be completed at any stage prior to the student undertaking their confirmation process. Some Schools may have specific regulations that require students to obtain more than 10-ECTS of credit or may specify modules that students must take to fulfil their requirements. Please familiarise yourself with the specific requirements within your individual School.Please refer to the [Research Student Handbook](https://www.tcd.ie/graduatestudies/assets/pdf/research-handbook-21.pdf) for more information about the module options available to students to fulfil the taught components of their Structured PhD. |

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| **Module Name** | **Module Code** | **Month & Year Taken** | **Credits****(list if completed)** |
| **Mandatory module:**Research Integrity and Impact in an Open Scholarship Era | CA7000 |  |  |
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| **PART D: PROFESSIONAL DEVELOPMENT PLANNING** |
| Students are encouraged to self-reflect and complete a skills audit to identify research and professional goals for achieving before the next annual review meeting. The following skills audit tools are recommended for use [Careers and Employability Skills Audit Tool](https://www.tcd.ie/Careers/PhD-Module/car_emp_skills_audit/story_html5.html) or [PMRP Skills Audit](https://www.tcd.ie/graduatestudies/assets/doc/pmrp-skills-audit-tool.docx).At the review and confirmation meetings students will be asked to detail the progress in developing their research and professional development goals as identified in their [Professional Development Plan](https://www.tcd.ie/graduatestudies/assets/doc/pdp-template-doctoral-students.docx).Please refer to the guidance provided in using the tools above. |
| **SKILLS** | **Detail the progress in achieving the research and professional development goals (e.g., workshops completed, training undertaken, or techniques acquired)** |
| **Skill 1** |  |
| **Skill 2** |  |
| **Skill 3** |  |

*Please add more rows if required.*

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| **Signature of Student** |  | **Date** |  |

| **PART E: SUPERVISOR**  |
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| **Supervisor's comments to** **be discussed with the student**. The substance of these observations should be discussed with the student in advance of submission to the Thesis Committee and should include information on the agreed plan of research for the next 12 months. |
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| **Has the student been undertaking their research in Trinity this year?** | Choose an item. |
| **If the answer above is no, please state reasons for absence, place of study and supervisory arrangements.** |
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| **Has the student been given an opportunity to teach / demonstrate? How many hours of teaching did the student deliver since the last review?**  | Choose an item. |
| **If the answer above is no, please state reasons why the student has not engaged in teaching / demonstrating?**  |
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| **Please select the recommended outcome of the confirmation process.** *(Please tick as appropriate)* | **a)** | Continuation on the PhD register. |  |
| **b)** | Continuation on the PhD register after some minor changes have been made to the PhD confirmation report. |  |
| **c)** | Continuation on the PhD not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter. |  |
| **d)** | Transfer to the general Masters register to submit a Masters thesis. |  |
| **e)** | Not to continue as a postgraduate research student. |  |
| **Signature of Supervisor** |  | **Date** |  |

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| **PART F: THESIS COMMITTEE - FEEDBACK AND RECOMMENDATIONS** |
| **To be completed by Thesis Committee members following a Confirmation Interview meeting between the student and the Thesis Committee members. Please comment on the student’s progress.**  |
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| **Please confirm if the student has completed the relevant taught modules?** | Choose an item. |
| **Please confirm if the student has achieved progress in developing their research and professional development goals as identified in their Professional Development Plan?** | Choose an item. |
| **Please select the recommended outcome of the confirmation process.** *(Please tick as appropriate)* | **a)** | Continuation on the PhD register. |  |
| **b)** | Continuation on the PhD register after some minor changes have been made to the PhD confirmation report. |  |
| **c)** | Continuation on the PhD not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter. |  |
| **d)** | Transfer to the general Masters register to submit a Masters thesis. |  |
| **e)** | Not to continue as a postgraduate research student. |  |
| **Signature of Thesis Committee Member** |  | **Date** |  |
| **Signature of Thesis Committee Member** |  | **Date** |  |
| **Signature of Thesis Committee Member** |  | **Date** |  |
| **Signature of the Director of Teaching and Learning (Postgraduate)** |  | **Date** |  |

*The completed Confirmation Report should be kept by the School and a copy provided to the student, supervisor and Director of Teaching & Learning – it should not be circulated further.*

*Only the* ***outcome*** *of the Confirmation Process should be communicated to Academic Registry by email to* *researchprogression@tcd.ie* *in the format advised by Academic Registry.*

1. The Confirmation process replaces the annual review process in the relevant year of study. [↑](#footnote-ref-2)