

# Hull York Medical School (HYMS)

## Thesis Advisory Panel (TAP) Report

### TAP Chair:

Please print out this form, complete all sections on the day of the TAP meeting and signed by all TAP members present. Copies of this form will be given to the student and TAP members, and placed on the student's file. The report will also be received by the HYMS Postgraduate Programme Board.

### TAP Timing:

In accordance with HYMS regulations, a Thesis Advisory Panel (TAP) for each research student should be convened twice a year (full-time) and once a year (part-time). For full-time students, TAPs are normally held at 3 months and 9 months (Year 1), 15 months and 21 months (Year 2), 27 months and 33 months (Year 3). Part-time students should have their initial TAP meeting at 3 months (Year 1) then arrange a TAP schedule that best suits their needs.

<b>Major TAP</b> <input type="checkbox"/>		<b>Minor TAP</b> <input type="checkbox"/>	<b>Transfer from preliminary to full MD registration</b> <input type="checkbox"/>	
<b>Student</b>			<b>Student number</b>	
<b>Degree</b>		<b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/>	<b>Year of study</b>	
<b>Title of thesis</b>				
<b>Date of panel meeting</b>				
<b>Panel members present</b>				
<b>Documentation submitted</b>	<b>Thesis sections (please list; see guidance notes for sections required for each TAP)s</b>			
Report on work and activities	<input type="checkbox"/>			
Training record sheet	<input type="checkbox"/>			
Outline of thesis structure	<input type="checkbox"/>			
Research design and timetable	<input type="checkbox"/>			
Personal development plan	<input type="checkbox"/>			

**TAP report to include** (The TAP Chair normally completes this section, and agrees the content with other TAP members):

- 1 Details of materials reviewed
- 2 Training undertaken
- 3 Panel's assessment of the student's progress
- 4 Panel's assessment of the timetable for completion of the thesis

(Please use additional sheets if necessary)

**Student feedback on the programme** (if appropriate)

**Report on student/supervisor relationship** (to be completed by the TAP chair and student at the meeting; the principal supervisor and other TAP member are asked to leave for this item)

Please tick if the student's progress has been evaluated and judged to be satisfactory	<input type="checkbox"/>
Please tick to confirm that the student's skills training needs have been considered	<input type="checkbox"/>
Please tick to confirm that the student's supervisory needs have been considered	<input type="checkbox"/>
Please tick if MD registration should be transferred from preliminary to full (if applicable)	<input type="checkbox"/>

If any of the above can not be confirmed, please detail in the report **and suggest means of rectifying the issue(s)**.

**This form must be signed by all TAP members present on the day of the TAP:**

<b>Chair</b>		<b>Date</b>	
<b>Principal supervisor</b>		<b>Date</b>	
<b>Third TAP member</b>		<b>Date</b>	

**Once the form is signed by all TAP members, the Chair should hand the form to the student who will complete the final page outside the meeting. This will enable the student to give confidential comments, if any, to the Postgraduate Centre and the Academic Director.**

## COMPLETED BY THE STUDENT (after the TAP meeting)

Please read the TAP report carefully, sign and return the form within 2 weeks from the date of your TAP meeting to Elaine Brookes at the HYMS Postgraduate Centre, Hertford Building, The University Hull in hard copy or by email ([postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk)).

**I have read the attached report and agree that it is a correct record of the meeting.**

Signature

Date

## Your comments on the TAP meeting

Please give us any comments about the TAP meeting. Your comments are read by the Postgraduate Centre and the Academic Director. You may wish to make your comments confidentially and we will not share them with your TAP members. Please tick one of the following boxes below:

- My comments are confidential and I do not wish to share them with my TAP members.
- My comments are NOT confidential and you can share them with my TAP members.