The ***administrative procedures*** associated with PGR students

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| **Student** | **Supervisor** | **Graduate School/School/RIO** |
| Contacts potential Supervisor |  |  |
|  | 1. Advise students to apply online naming him/her as potential Supervisors. You may want to discuss the research proposal at this stage if one has been provided. |  |
| Completes online application |  |  |
|  |  | RIO sends application to School contact for allocation of Supervisor with research proposal, references, IELTS and qualifications. |
|  | Contact applicant to discuss research proposal further and possible application for ESRC or College Scholarship  Decide on type of offer:  Unconditional: everything in place and you want to supervise the applicant.  Conditional: good applicant but requires evidence of IELTS score/completion of masters/2nd reference.  If the application is not in your research area or you already have PhD student quota then pass the application back to School PGR Administrator. |  |
|  |  | School PGR Administrator updates MyCampus with offer information and RIO send the offer letter to the applicant. |
| Applicant uses MyCampus to accept/reject the offer |  |  |
|  |  | Once the applicant has accepted an unconditional offer he/she receives information from RIO about student accommodation and registration. |
|  |  | The Graduate School send a welcome email to all applicant who accept an unconditional offer informing them about induction and advising them to contact their Supervisor to agree research training requirements. |
|  | 2. During the period between the offer and the start date, maintain contact with your student and arrange to meet and greet when they arrive.  Set a date for the first Supervision meeting and agree research training requirements. |  |
| Attends PGR Induction and Research Training Week.  Completes Registration and pays fees. |  |  |
|  | 3. The first few Supervision Meetings should include:   * A discussion of research plan, expectations and assumptions for the next 3 years. * Agreement of Supervision pattern – ideally one meeting per month. Your student should provide a written record of each meeting. * Begin to construct a 3 year realistic plan and discuss requirements for Research Furth. * Help your student become aware of University and College policies on absence including suspension of studies, resources and opportunities. * Advise International Students on the requirements to demonstrate continuous engagement in studies. * Decide if ethical approval is required for the research and begin the application for approval process if required.   If your student has a Tier 4 Visa, explain the importance of attending scheduled meeting and the action that will follow if a meeting is missed. |  |

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| **Student** | **Supervisor** | **Graduate School/School/RIO** |
| Provides a written report of each meeting |  |  |
|  |  | In March each year, the Graduate School send populated Progress Review Forms to the School to facilitate the Annual Review Process. |
|  | 4. The Annual Progress Reviews take place during April and May each year for all students.   * Provide the student with an opportunity to present, to a panel, aspects of their work and achievements for the session. * Highlight any problems experienced by either student or supervisor during the session. * Provide written and verbal feedback to the student on his or her progress throughout the session and facilitate the completion of the progress review form. * Review research training skills and produce a plan with the student for skills training for the next session * Discuss with students their use of PDP, Mahara tools etc. * Confirm, or otherwise student’s ability to progress to next year of study. * Gauge ability of student to complete within timescale (for further details see PGR Code of Practice) * Process repeated in year 2. * Progress review in year 3 should assess ability of student to complete on time. If further period required, decide whether: student is best advised to register as thesis pending with reduced fee or to register as full/part-time for a further period. A time bound thesis pending plan should be submitted |  |
| Prior to the annual review, your student will complete their review form |  |  |
| Student attends the review and makes a presentation |  |  |
|  |  | The Graduate School updates each students record to allow for registration next session. |
|  | 5. Towards end of 3rd year start thinking about potential convener, internal and external examiners for the thesis. Spend time reviewing drafts of the thesis and advise student when it is ready for submission. |  |
| Student submits their Intention to Submit Form to the Graduate School. |  |  |
|  |  | The Graduate School send a blank Nomination of the Committee of Examiners form to the students Supervisors for completion. |
| Three copies of the soft bound thesis should be submitted to the Graduate School before the expected thesis submission date. |  |  |
|  | 6. Intention to Submit form should be submitted 3 months before submission deadline.  The Nomination of the Committee of Examiners form should be submitted as soon as possible after this.  Help prepare student for viva  7. Attend the viva if requested by your student as an observer only.  Committee of Examiners’ convenor sends result of viva to Graduate School. |  |
|  |  | The Graduate School advise the student of the Viva outcome. |
| Complete any corrections and submit them to the Graduate School | Review thesis for student before corrections are submitted | The Graduate School forward corrections to the examiners and wait for approval. |
| Student submits hard bound copy of thesis to Graduate School and uploads electronic copy to Library. |  | The student is then issued with their award letter and their MyCampus record is updated following completion of final stages email. |