

2020 PGR Progress Review Guidance Notes

Purpose of the Review

All fully registered PGR students are required to attend a progress review to confirm their ability to progress to the following session. Students registered as Thesis Pending will be required to submit a Thesis Pending Review Form to confirm their submission.

The purpose of the review is to:

- Provide the student with an opportunity to present, to a panel, aspects of their work and achievements for the period of the review.
- Highlight any problems experienced by either student or supervisor during the review period.
- Provide written and verbal feedback to the student on his or her progress throughout the review period and facilitate the completion of the progress review form.
- Carry out a training needs assessment and agree research training needs for the next session.
- Confirm, or otherwise the student's ability to progress to the next year of study.
- Gauge the ability of the student to complete within the timescale.
(see University [Code of Practice](#) for Research Degrees and the College Supplement for further details)
- For students coming to the end of their minimum period of study (full-time year 3/part-time year 5) who require additional time to complete their thesis a decision should be made about the amount of supervision required during year 4 full-time/year 6 part-time. A time bound thesis [Completion Plan](#) is required for all students to allow progression to thesis pending status. If a student is changing to thesis pending part way through a session, please indicate the date of the change on the form.

Format of the Review

Schools are responsible for organising the reviews for their students within the following parameters:

- The supervisor(s), the student and at least one other member of staff not directly involved with the student should form the review panel and the convenor should not be one of the supervisors. The principal supervisor is expected to attend
- Reviews are compulsory for all registered students including those on Research Furth with the exception for those currently registered as thesis pending.
- Students on Suspension of Studies during the progress period will be expected to undergo a progress review upon their return.
- In exceptional circumstances, approval may be granted for the review to be conducted remotely – this will not be allowed to happen on 2 or more consecutive years
- The student should submit work at an appropriate level for consideration by the review panel (e.g. research design in year 1; methodology chapter or field work report in year 2; full chapter in year 3)
- During, or immediately following the review, the review panel recommendation should be completed and signed by all members of the review panel and the student

Outcome of the Review

- Annual progress reviews should be rigorous and present an honest assessment of a student's ability to progress to the next session
- The decision of the review panel should be clearly stated on the form
- If there is uncertainty interim reviews can be arranged
- There is an option for partial thesis pending e.g. student is required to register as full/part-time for a period of say 3 months and, subject to review, move to thesis pending for the remainder of the session.

Review Timescale

By 06 April: Review forms for all PGR students will be available to all Schools.

During April - June: Schools carry out reviews and all outcomes to be available to School PGR Directors.

By 18 June: All review forms and outcomes to be completed and available to the Graduate School via the online system.

To be confirmed: Report from the PGR Director indicating which students, if any, require their progress to be discussed by the College PGR Committee.

To be confirmed: Progress considered by the PGR Committee Meeting.

Students who commence in January or later will attend a progress review by the end of July in the first year of study. All progress reviews to be returned to the Graduate School by **02 August 2021**.

Access to [Support Services](#) including [Student Carers Policy](#) available on the Graduate School webpages.