

**Progress Review Form for Postgraduate Researchers (GRS3)**

SECTION 1: To be completed by the person in the School/Department responsible for co-ordinating the Annual Progress Review of postgraduate researchers

Name of postgraduate researcher:

Lead Supervisor:

ID:

Co-supervisor:

This form to be returned to:

By (date):

SECTION 2: To be completed by the POSTGRADUATE RESEARCHER (and given to the Lead supervisor two weeks before the Progress Review)

Degree for which registered:

Start date for this degree:

End of maximum period of registration:

Mode of study: FT/PT (\*)

(Split location/Distance learning (\*))

Thesis title:

Date of review meeting:

Date of last progress review:

(a) Please report below the work you have completed since last Progress Review OR, if this is your initial Progress Review, the work you have completed since you began your current research programme.

(b) Please give details of research training you have undertaken since the last Progress Review, OR, if this is your initial Progress Review, since you began your current research programme.

(c) Please list the research training you have yet to undertake.

(d) Is there is a financial cost to this future training (e.g. registration fees for a conference)?  
YES/NO.

If YES, please confirm that you have identified funds to cover these costs or have agreed a plan with your Supervisory team to apply in a timely manner for the necessary funds.

(e) Please give an outline of your planned work for the next semester.

(f) Please give a timetable for your work between now and the end of your maximum period of registration (i.e. deadline for submission of your thesis), or attach an existing plan.

(g) If applicable, please add your comments about the progress you have made since this form was last completed and how it compares with your predictions then. Please include details of any problems encountered and action taken to mitigate these.

(h) Please confirm that a valid ethical evaluation of your project exists (this should have been completed at the start of your project) and that if appropriate it has been updated in light of changes to your project.

(i) Please confirm that you have updated your DNA (GRS1A or equivalent) in light of activity undertaken since the last progress review.

(j) Please consider the impact of your research and how this impact is demonstrated to both specialist and non-specialist audiences (e.g. publications, conference presentations, public engagement and outreach activities).

(k) Please confirm that you know who your Mentor is and have their contact details if you need to consult with them: YES/NO

If NO, please contact your School PGR administrator in order to obtain your Mentor's name and contact details

Signed:

Date:

SECTION 3: Only applicable to postgraduate researchers completing taught elements

Please list all the modules you have attended this academic session. Please include the mark achieved where this is known

- (a) Total number of credits attempted this academic session
- (b) Number of credits remaining in order to fulfil the taught element of the programme
- (c) Modules and credits to be attempted next academic session

SECTION 4: to be completed by the LEAD SUPERVISOR before the Progress Review meeting

- (a) Please comment on the accuracy of the postgraduate researcher's assessment of his/her progress, in your opinion
- (b) Please comment on the postgraduate researcher's progress and achievements in the taught elements of the programmes  
*(N.B. Regulations state that "Where the postgraduate researcher is registered for research training or other taught modules as part of his or her programme of study, the postgraduate researcher must attain a satisfactory standard (achieve credit) in each module before being recommended for the award of the degree"*
- (c) Please rate the postgraduate researcher's progress since the last Progress Review, OR, if this is their initial Progress Review, since they began their current research programme:  

Very satisfactory	Satisfactory	Giving cause for concern
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- (d) If "Giving cause for concern" state what steps the postgraduate researcher should now take to ensure a satisfactory outcome.

- (e) Please state whether you feel the postgraduate researcher has completed a satisfactory level of research training and whether there are any gaps still to be filled. This should include an ability to demonstrate the impact of their research to a specialist and non-specialist audience.
- (f) Please give your estimate of when the thesis is likely to be submitted. When completing this section please take account of the end of the maximum period of registration and deadline for submission of the thesis. N.B. A submission after the end of the maximum period of registration would require an approved extension.

SECTION 5: To be completed by the LEAD Supervisor at the Progress Review meeting

(a) Issues discussed at the Progress Review

(b) List of actions agreed at the Progress Review meeting, with an indication of who is to take them and a timescale. (This should include a plan of action to ensure a submission within the maximum period of registration.

(c) Formative Plagiarism Process

(i) Has the PGR submitted a document (e.g.: 1<sup>st</sup> year report) through Turnitin?

YES      NO

(ii) Have the results of the Turnitin report been reviewed & discussed with the PGR?

YES      NO

(iii) Where there any issues or areas of concern raised?

YES      NO

(iv) If YES, please indicate what feedback was given to the PGR

*NB: Supervisors can contact the School Plagiarism Officer(s) for advice if there are areas of concern.*

## SECTION 6:

Recommendation to be completed by the LEAD SUPERVISOR after the Progress Review meeting in line with 3.6 of the University's Code of Practice on Supervision and Monitoring Progress of Research Postgraduate researchers

Please indicate:

- Progress is satisfactory and the postgraduate researcher may continue with their studies as a normally registered postgraduate researcher, paying tuition fees.
- Progress is satisfactory and the postgraduate researcher no longer requires full use of University facilities, and having completed the minimum period of study, has completed the primary area of research and may proceed to thesis awaited status, paying the continuation fee.
- Progress is unsatisfactory. A work plan of supportive or corrective action must be agreed with the PGR and a date for further review of progress set. Where the initial progress review is at the end of the academic year, the postgraduate researcher is permitted to proceed into the next year but confirmation of their continued registration must be confirmed once the second progress review had been completed. If progress were to remain unsatisfactory, the postgraduate researcher may be required to withdraw (see Regulation 7.4.9).
- Transfer to a master's programme from a doctoral programme (postgraduate researcher would have the right of appeal) (see Regulation 7.4.8 (e)).
- Transfer to a doctoral programme from a master's programme (see Regulation (see Regulation 7.4.8(b)).
- Withdraw: This recommendation would have to be taken in accordance with the relevant University regulation. The postgraduate researcher would have the right of appeal (see Regulation 7.4.9 and Code of Practice for Reasonable Diligence).

Date:

Signatures:

Lead supervisor:

Co-supervisor:

SECTION 7: to be completed by the Progress Review Panel

Comments, if any:

I agree with/ wish to vary the recommendation made by the Supervisor in Section 5 as follows:

Date:

Signature(s):

SECTION 8 to be signed by the POSTGRADUATE RESEARCHER

I confirm that I have read the comments of my supervisor and the Head of School (or nominee)

Date:

Signature:

It is the School's responsibility

- to obtain the postgraduate researcher's signature in Section 7
- to provide a copy of the completed form to the postgraduate researcher
- to place a copy in the School/Department files or keep an electronic copy
- To action the appropriate progress decision on BIRMS or where the recommendation is downgrade from doctoral to masters or required to withdraw to refer the recommendation to the Research Progress & Awards Sub Panel via the Research Student Administration Team.